



شركة جهد للمقاولات العامة  
Juhd Contracting Company





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**PREQUALIFICATION**



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## Company Overview

Juhd Contracting Co. is considered one of the distinguished national companies that have adhered to well-thought-out policies since its inception. These policies are based on scientific foundations and thoughtful, practical solutions. The company has distinguished itself with ambitious aspirations that continue to grow significantly, aiming to achieve significant accomplishments and pursue a flexible business strategy. This strategy seeks to achieve comprehensive leadership in the general contracting sector, which is reflected in the notable track record of managing and executing important and large-scale projects over the past years.

## Vision

Successful planning, precise execution, innovative performance, high quality, and great credibility are the criteria by which we enhance our leadership in integrated services in the field of general contracting.

## Mission

Creating an integrated working environment where we invest in the highest human competencies and experiences, enhanced by the latest globally applied engineering and scientific technologies to meet the needs and requirements of the Saudi and Arab markets in general. This aligns with the ongoing development and growth experienced by the Kingdom of Saudi Arabia in all aspects of life and society.

## Values

Our customers' satisfaction is our top priority, along with high professionalism, credibility, transparency, innovation, speed in performance and execution, and the development of the technical and administrative skills of our team.

## What we do?

- ▶ **Construction Services:** We provide comprehensive construction and building services, which include executing reinforcement works for various buildings and structures, along with all infrastructure-related aspects from start to finish.
- ▶ **Architectural and Structural Drawings Execution:** Our highly competent and experienced engineers specialize in architectural and structural drawings. We have the full capability to execute these drawings with extreme precision and at the best possible cost.
- ▶ **Mechanical Works:** We also possess significant expertise in all mechanical works, including the installation and setup of HVAC systems, piping, plumbing, sewage systems, stormwater networks, and general utility networks for residential complexes and more.
- ▶ **Electrical Works:** We offer a wide range of electrical services, such as lighting installations, frequency change, electrical panels, power stations, transformers, general utility networks, infrastructure works, communications, control systems, and more.
- ▶ **Interior Decorations:** We provide complete interior and exterior decoration services, including panel and glass installations, as well as skylight installations for markets, investment and residential towers.
- ▶ **Cleaning, Maintenance, and Operation Services:** We excel in all cleaning, maintenance, and operation services, making us a trusted provider for finishing works. This includes painting and gypsum board installation, ensuring the best quality services.

## Quality

Quality is a crucial factor at Juhd Contracting Co, where every employee strives to uphold the highest quality standards in all the company's various activities. Since its establishment in 2019, the company has executed numerous projects using the latest global technologies and the highest quality standards and requirements. It has obtained accreditation from the Ministry of Municipal and Rural Affairs and a membership certificate from the Saudi Contractors Authority, relying on a fully qualified and dedicated team to monitor the application of quality standards. The company applies a comprehensive quality system in the execution of all its work.



## QUALITY ASSURANCE POLICY

At Juhd Contracting Co., we are committed to upholding the highest standards of quality and customer satisfaction. Our Quality Assurance Policy serves as a guiding principle for every member of our organization. We pledge to:

1. **Customer Satisfaction:** Every employee at Juhd Contracting Co. is dedicated to ensuring the utmost satisfaction of our valued customers. We are unwavering in our pursuit of delivering superior value in every product and service bearing the Juhd Contracting Co. name.

2. **Customer Retention:** We are devoted to creating enduring relationships with our clients. Our services are meticulously tailored to meet and exceed our customers' expectations, ensuring their lasting contentment.

3. **Quality Assurance:** We are committed to providing our customers with products and services of exceptional quality. We guarantee timely delivery and availability, and our pricing reflects a commitment to delivering genuine value for their investment.

4. **Clearly Defined Standards:** Our company's policy is unequivocal in its definition and implementation of quality standards. Whether it involves manufacturing, construction, or service provision, we consistently meet the stringent requirements of quality.

### 5. **Emphasis on Key Areas:**

- ▶ **Safety:** Our top priority is the maintenance of a safe and secure work environment.
- ▶ **Consistency:** We strive for the consistent achievement of specified quality standards.
- ▶ **Economic Efficiency:** We focus on optimizing the efficiency of our manufacturing and construction activities.
- ▶ **Training and Development:** We provide comprehensive training and instruction tailored to address identified needs.
- ▶ **Best Practices:** We adhere to programs that incorporate industry best practices and comply with all applicable requirements.
- ▶ **Continuous Improvement:** We are dedicated to the ongoing enhancement of our Quality Management System (QMS) across all aspects of our operations. This is achieved through the establishment and regular review of quality objectives.

These continual practices ensure that our internal standards are consistently met, all while fulfilling our clients' demands for examination, testing, verification, and certification, in alignment with project specifications and schedules.

Juhd Contracting Co. remains steadfast in our pursuit of excellence, underpinned by our unwavering commitment to quality, customer satisfaction, and continual improvement.



## INTRODUCTION

### 2.1 Scope of the Quality System

Juhd Contracting Co. has meticulously designed and implemented a comprehensive Quality Management System to address the specific needs of our esteemed clients and to enhance the overall efficiency of our organizational management.

The primary objective of this Quality Manual is to serve as a formal repository for our company's quality policies, offering clear and comprehensive guidance to our employees whose actions significantly impact the quality of workmanship and the service provided during the manufacturing process.

### Resources

Our management and supervisory team is composed of an elite group of professionals, each exceptionally well-versed in their respective domains, with an extensive wealth of knowledge and hands-on experience. With established operations spanning across the Gulf region, we possess the agility and capacity to swiftly and effectively respond to developments across the region, drawing upon our abundant existing resources.

### Amendment Procedure

All modifications and revisions to this Quality Manual will undergo a rigorous review process supervised by the Management Representative and will ultimately require the formal approval of the General Manager. The responsibility for revising, updating, and distributing the manual lies with the Management Representative. This individual will oversee the retrieval of outdated versions of the manual.

In cases involving minor changes necessitating the revision of one or more specific sections or pages within the Quality Manual, only the relevant section/pages shall be subject to revision. Whenever feasible, any changes to the document will be conspicuously highlighted by the addition of a vertical line adjacent to the revisions, with corresponding details recorded on an amendment sheet.

### Distribution of the Quality Manual

The controlled distribution of the Quality Manual is subject to strict authorization and management under the purview of the Management Representative. The issuance of controlled copies of the Quality Manual will adhere to an approved distribution list, established in accordance with the directives of the General Manager. The Management Representative is entrusted with the prompt updating of these controlled copies, ensuring the seamless distribution of all amendments to the manual's holders, while concurrently retrieving outdated sections or documents.

Electronic copies of all quality management system documents will be securely maintained by the Management Representative within the company's intranet as "Read Only" documents.

Uncontrolled copies of the Quality Manual may be made available to customers upon request, exclusively for reference purposes. It is important to note that uncontrolled copies will not be subject to updates and shall be explicitly marked as 'Uncontrolled Copy.'

In instances where contract-specific requirements dictate, the Management Representative may provide an uncontrolled copy of the Quality Manual to the customer for the duration of the contract.

The distribution of the Quality Manuals shall be meticulously carried out in strict adherence to the documented procedures of the company's comprehensive document control system.



## QUALITY MANAGEMENT SYSTEM

Juhd Contracting Co. is proud to affirm its unwavering commitment to quality excellence through a meticulously structured and comprehensive Quality Management System. Our system has been meticulously:

- ▶ **Established:** A foundation has been laid that underscores our dedication to the principles of quality management and compliance with relevant standards.
- ▶ **Documented:** Every aspect of our Quality Management System has been exhaustively documented, reflecting our commitment to transparency, accountability, and traceability.
- ▶ **Implemented:** The principles and practices inherent to our Quality Management System have been successfully integrated into our daily operations, affirming our commitment to their practical application.
- ▶ **Maintained:** We consistently uphold and nurture our Quality Management System, ensuring its enduring relevance and effectiveness.

Our primary objective is the continual enhancement of the system's effectiveness, aligning it with the policies and objectives delineated within this manual.

Our company has taken the following decisive actions:

- ▶ **Identification and Management of Processes:** We have meticulously identified and placed under systematic management all processes mandated by our Quality Management System.
- ▶ **Sequencing and Interaction Determination:** The sequence and interaction of these processes have been rigorously ascertained, ensuring a harmonious and coordinated flow of activities.
- ▶ **Criteria and Methods for Operation and Control:** We have precisely determined the criteria and methods essential for ensuring the effective operation and strict control of these processes.
- ▶ **Information Availability:** A proactive measure has been adopted to ensure that all necessary information is readily available, thus facilitating the smooth operation and supervision of these critical processes.
- ▶ **Measurement, Monitoring, and Analysis:** An integral component of our approach involves the ongoing measurement, monitoring, and in-depth analysis of these processes.

This enables us to take timely, informed actions necessary to achieve the intended results and to drive a culture of continuous improvement throughout our organization.

Juhd Contracting Co. is unswervingly dedicated to nurturing a culture of quality and continual advancement. Our Quality Management System is not merely a commitment; it is the bedrock upon which we build our legacy of excellence.

## Policy Statement & Objectives

At the pinnacle of our quality management system documentation lie two critical components:

- **Quality Policy**
- **Quality Objectives**

## Quality Manual

Our Quality Manual serves as a comprehensive compendium providing an overarching view of the quality management system meticulously developed and instituted by our company. It also serves to elucidate the intricate interplay among the various processes integrated into the Quality Management System that underpins our organizational operations.

The Quality Manual performs a crucial role in defining and assigning responsibilities to key personnel within our company. Additionally, it offers valuable references to the accompanying Quality Assurance Procedures which are rigorously developed and thoroughly documented across the organization.

These Quality Procedures are disseminated to the various departments integral to the quality system and are readily accessible at all pertinent locations. To ensure relevance and compliance, they are routinely subjected to rigorous review, revision, and updates as necessary.

It is imperative to note that the numbering of these documents adheres to a standardized format, with the specifics detailed in the applicable procedure. To maintain the confidentiality and integrity of our Quality Assurance Procedures, their circulation is confined exclusively to internal use within our organization.

## Work Instructions

Complementing the Quality Manual and Procedures, where deemed essential, are Work Instructions. These instructions provide a granular delineation of how specific activities are to be meticulously executed.



## Control of Documents

The company has established and meticulously maintains a comprehensive procedure to oversee all documentation associated with the Quality Management System.

This procedure ensures:

- ▶ All documents undergo exhaustive review and approval by authorized personnel before issuance.
- ▶ Comprehensive mechanisms are in place to review, update, and re-approve documents as deemed necessary.
- ▶ Pertinent issues of the requisite documents are available at locations where operations central to the effective application of the Quality System are conducted.
- ▶ An identification and revision system is in place to prevent the use of outdated or obsolete documents.
- ▶ Leveraging our internal Intranet, which is accessible to all individuals with company-issued computers, we ensure that internally generated quality system documents are available to users as "Read Only" documents. Access rights to edit these documents are exclusive to the Management Representative. For individuals without Intranet access, hard copies of relevant sections of the quality system documents are issued or displayed.
- ▶ Outdated documents are promptly removed from points of use and issuance, ensuring clarity on their status for knowledge preservation or legal purposes.
- ▶ Where practical, changes within documents are conspicuously highlighted and complemented by relevant attachments.
- ▶ Documents of external origin are distinctly identified, with their distribution stringently controlled.
- ▶ A master set of applicable documents is maintained and routinely updated.
- ▶ The procedure further mandates the effective control and update of external-origin documents essential to our company's Quality System.
- ▶ All incoming and outgoing correspondences are diligently controlled and systematically archived for effortless retrieval.

## Control of Records

Our company maintains a meticulous procedure governing the identification, collection, indexing, accessibility, filing, storage, maintenance, and eventual disposition of quality records. These records are of paramount importance, serving as a tangible demonstration that our stringent quality requirements are consistently met and that our quality system functions with the utmost efficiency. In accordance with our commitment to transparency and accountability, quality records from our subcontractors are also meticulously maintained and integrated into our quality documentation.

This robust procedure is designed to guarantee the following:

- ▶ **Record Retention:** With the exception of cases explicitly outlined within specific procedures, all quality records are diligently retained for a minimum period of three years.
- ▶ **Legibility and Accessibility:** All quality records are maintained in a manner that ensures their legibility and swift retrievability. They are stored in an environment conducive to their preservation, safeguarded against potential damage, deterioration, or loss.
- ▶ **Custodianship:** The procedure clearly designates the custodians responsible for the maintenance and safekeeping of these critical records.
- ▶ **Disposition Protocol:** A structured process is in place to manage the disposition of quality records once the stipulated retention period has elapsed.
- ▶ **Customer Access:** In adherence to contractual obligations, our customers are granted access to quality records relevant to their specific contracts, ensuring full transparency and accountability in our operations.

## Management Responsibility

### Management Commitment

The leadership team at our company is resolute in its commitment to uphold the highest standards of quality and is steadfastly dedicated to the development and implementation of this commitment. This commitment is demonstrated through the following actions:

- a) **Clear Communication:** Our management ensures that all employees comprehend the paramount importance of meeting customer requirements, as well as adhering to statutory and regulatory obligations.
- b) **Quality Policy Establishment:** We have established a robust quality policy and are resolute in making certain that every member of our workforce fully comprehends and aligns with this policy.
- c) **Quality Objective Establishment:** Clear and measurable quality objectives are rigorously formulated and set to guide our operations.
- d) **Management Reviews:** Regular management reviews are conducted to assess the effectiveness and alignment of our quality system with our overarching objectives.
- e) **Resource Provision:** The necessary resources are consistently made available to facilitate the achievement of our quality objectives.

Our management sets a precedent through its exemplary leadership, encouraging all employees to adopt the same commitment to quality when interacting with their subordinates. This commitment, cascading throughout our organization, is a foundational element of our corporate culture.



## Customer Focus

Our management team holds a steadfast commitment to ensuring that customer requirements are not merely identified but comprehensively determined. These requirements are a cornerstone in our pursuit of customer satisfaction, and we continually strive to not only meet but surpass these expectations. Detailed coverage of this aspect can be found in the relevant sections of this manual.

## Quality Policy

The Quality Policy of our company is an established and integral element of our organizational framework. It is meticulously documented and approved by the General Manager, reflecting the highest level of endorsement within our organization. The content and principles outlined in our Quality Policy are effectively disseminated across all levels of our company. To facilitate a comprehensive understanding of this policy, copies are furnished to every employee, ensuring a unified commitment to its principles.

As part of our comprehensive approach to onboarding, new staff members are provided with a thorough briefing on the Quality Policy and the specific requirements of our company's quality system during their induction training. This strategic emphasis on quality underscores our dedication to maintaining alignment with our established quality objectives. Regular reviews are conducted to assess the continued relevance and adequacy of our Quality Policy and objectives, demonstrating our unwavering commitment to their perpetual improvement.

## Quality Objectives

Our management is dedicated to the formulation and establishment of quality objectives, specifically tailored to meet the diverse requirements associated with our various functions and organizational levels. These objectives are designed to be measurable, time-bound where applicable, and consistently in alignment with both our Quality Policy and the overarching vision of our management team.

## Quality Management System Planning

The highest echelons of our management ensure a rigorous and methodical planning process for our Quality Management System (QMS). This comprehensive planning is executed with the overarching goal of not only meeting the specified requirements but also advancing our quality objectives.

Additionally, when changes to the QMS are planned and subsequently implemented, our management remains steadfast in upholding the integrity of the system. This commitment ensures that any alterations do not compromise the established quality standards or the core functionality of our QMS.

Quality planning is seamlessly integrated with the larger framework of our procurement, material control, and fabrication processes. For items involving fabrication, assembly, and specific processes, detailed quality plans are meticulously crafted. These plans comprehensively outline the associated procedures and the acceptance criteria that will be rigorously adhered to, reaffirming our dedication to precision and excellence.

## Responsibility

The meticulous delineation of responsibility, authority, and the intricate interrelationships among all personnel responsible for the management, execution, and verification of work that impacts quality has been methodically outlined and documented. The duties and responsibilities of key personnel within our organization are as follows:

### General Manager

Responsibilities and Authority Relating to Quality

**1. Quality Policy Oversight:** The General Manager assumes the pivotal role of defining and approving the Quality Policy of the Company. Furthermore, it is incumbent upon the General Manager to ensure the resolute implementation and continuous maintenance of this policy.

**2. Documentation Approval:** The General Manager exercises authority in the approval of Quality System Documentation, reinforcing our commitment to meticulous documentation and adherence to quality standards.

**3. System Review:** Ensuring the ongoing relevance and effectiveness of the quality system is a paramount responsibility. The General Manager conducts a comprehensive review biannually to ascertain its continued suitability in meeting the stringent requirements set forth by established standards.

**4. Resource Allocation:** The General Manager plays a crucial role in resource management, including the provision of the necessary resources required by department managers to uphold our quality standards.

**5. Management Review Chairmanship:** As the custodian of the Management Review process, the General Manager chairs these pivotal meetings, guiding the organization toward its quality objectives.



## Management Representative

The General Manager maintains the pivotal role of the nominated Management Representative, assuming responsibility for the implementation and sustained maintenance of our Quality System.

Responsibilities and Authority Relating to Quality

**1. Performance Reporting:** The Management Representative reports extensively on the performance of the quality system to the General Manager. This reporting serves as a foundational basis for the continuous improvement of our quality system.

**2. Meeting Organization:** Organizing both scheduled and unscheduled Management Review Meetings is a critical responsibility. These meetings provide a crucial platform for evaluating and fine-tuning our quality system.

**3. Departmental Quality System Review:** The Management Representative collaborates with Department Heads to conduct assessments of the quality system within their respective departments, ensuring alignment with established standards.

**4. Document and Data Control:** The establishment and maintenance of the document and data control system are integral aspects of this role. It ensures that all relevant documents and data are effectively managed, safeguarding against inaccuracies and inconsistencies.

**5. Internal Audit Planning:** The Management Representative is vested with the authority to establish the internal quality audit plan, which serves as a comprehensive roadmap for internal audits across the organization.

**6. Audit Verification:** Initiating follow-up audit activities is a critical function, ensuring the thorough verification and documentation of the implementation and effectiveness of corrective and preventive actions undertaken as a result of audit findings.

**7. Audit Reporting:** The Management Representative reports the final results of internal audits to the General Manager during the Management Review meeting, fostering transparency and accountability.

**8. System Verification:** Verification of the Quality System Manual and associated procedures is an essential responsibility, ensuring that our documentation aligns seamlessly with our quality objectives and operational standards.

**9. Customer Requirement Awareness:** Ensuring that awareness of customer requirements permeates throughout the organization is an overarching duty. In the absence of the Management Representative, the QA/QC Engineer is duly authorized to officiate and assume these responsibilities related to the Quality System.

Our commitment to the meticulous delineation of responsibilities underscores our dedication to quality excellence and the ongoing advancement of our Quality System.

## Internal Quality Auditors

**1. Audit Preparation and Planning:** Internal Quality Auditors are responsible for meticulous preparation and planning of quality audits, ensuring that the audit scope, objectives, and criteria are well-defined.

**2. Audit Execution:** They conduct internal audits, systematically assessing adherence to quality standards and processes. Subsequently, they compile Non-Conformity Reports and Audit Reports that comprehensively document their findings and recommendations.

**3. Audit Review and Corrective Action:** Post-audit, Internal Quality Auditors engage in discussions with the Heads of the audited departments to discuss audit results. Together, they agree on the corrective actions required and set deadlines for their completion. Internal Quality Auditors are responsible for carrying out follow-up audits to ensure the effectiveness of corrective actions.

Responsibilities for other key personnel are diligently detailed in their respective Job Responsibility documents, all of which are maintained by the Management Representative. A master copy of these job descriptions is securely maintained with the General Manager to ensure organizational-wide awareness of job responsibilities and authorities.

## Internal Communication

Our management is committed to establishing effective communication processes within the organization. These processes are meticulously designed to facilitate the exchange of information pertaining to quality management, its efficacy, and accomplishments.

Internal communication is fostered through the implementation of the Control of Documents procedure and other means, including meetings, circulars, notice boards, and a culture that encourages all employees to channel their suggestions through appropriate communication channels.



## Management Review

Regular Management Review meetings are convened semi-annually, typically in August and February, to ensure the ongoing suitability and effectiveness of the quality system in meeting standard requirements and satisfying client expectations. Unscheduled Management Review meetings may also be organized by the Workshop Manager when deemed necessary. These critical meetings are chaired by the General Manager and are attended, at a minimum, by the following key personnel:

- ▶ General Manager
- ▶ QA/QC Engineer
- ▶ Department Heads

Additional participants may be invited by the General Manager to enrich the discussions. Attendance records are meticulously maintained in the meeting minutes. The meetings encompass a comprehensive review of various topics, in addition to those outlined in the agenda proposed by the Management Representative:

- ▶ Review of follow-up actions from the previous meeting.
- ▶ Outcomes of internal and external audits.
- ▶ Non-conformity reports and the corresponding corrective actions taken.
- ▶ Customer complaints and feedback.
- ▶ Status of preventive actions taken.
- ▶ Adequacy of the existing quality system and proposed improvements.
- ▶ Training requirements.
- ▶ Scheduling of the next Management Review meeting.

Throughout the meeting, a thorough review is conducted, leading to decisions and actions aimed at:

- ▶ Enhancing the Quality Management System and its processes.
- ▶ Improving product quality in alignment with customer requirements.
- ▶ Addressing resource requirements.

Detailed minutes of these meetings are meticulously recorded and maintained as a quality record by the Management Representative, underscoring our commitment to transparency and accountability in our quality management processes.

## Work Environment

Our company is committed to providing a work environment that exerts a positive and constructive influence on the motivation, satisfaction, and performance of our people. This commitment serves as a cornerstone for enhancing our overall company performance.

To achieve this, we ensure that our work environment is meticulously designed to:

- ▶ **Foster Creativity and Productivity:** It is structured in a manner that promotes creativity and productivity among our employees, inspiring them to excel in their roles.
- ▶ **Safety and Well-being:** It offers adequate protection to our personnel, safeguarding them from unwanted risks such as noise and pollution. This commitment to safety and well-being underscores our dedication to the welfare of our workforce.
- ▶ **Cleanliness and Quality:** Our work environment is maintained in a state of cleanliness, hygiene, proper ventilation, and illumination. These aspects are not only vital for the well-being of our employees but are also instrumental in ensuring product conformity.

## Customer-Related Processes

### Determination of Requirements Related to Product

Our company has rigorously established a procedure that mandates the meticulous review of all inquiries and quotations to ensure that our client's requirements are comprehensively identified. This scrutiny ensures that client requirements are:

- ▶ **Adequately Defined:** We ensure that all client requirements are explicitly defined, encompassing details such as delivery schedules and post-delivery activities.
- ▶ **Implicit Requirements:** In cases where certain requirements are not explicitly stated by the customer but are crucial for the specified or intended use of the product, we meticulously identify and document them.
- ▶ **Statutory and Regulatory Compliance:** We ensure that all statutory and regulatory requirements related to the products are thoroughly considered and incorporated into our processes.



## Review of Requirements Related to the Product

Our organization commits to conducting a comprehensive review of the product requirements before confirming our commitment to supply a product to the customer. This review process is initiated at various levels, including but not limited to:

- ▶ **Prior to Tender Submission:** We initiate the review before submitting tenders to the customer.
- ▶ **Prior to Contract or Order Acceptance:** The review is carried out before we accept contracts or orders from our clients.
- ▶ **Prior to Accepting Changes to Contracts or Orders:** In the event of changes or modifications to existing contracts or orders, this review is crucial to ensure alignment with the client's requirements.

Throughout this review process, we ensure that:

- a) **Product Requirements Are Defined:** All product requirements are meticulously defined and documented, leaving no room for ambiguity.
- b) **Resolution of Contract or Order Differences:** Any differences or discrepancies between the contract or order and our company's offer are actively identified and resolved to ensure a seamless alignment with our client's expectations.
- c) **Ability to Meet Defined Requirements:** We affirm that our organization possesses the capability and resources to meet the defined product requirements.

Our procedure mandates that any ambiguities in client requirements are proactively clarified with the customer before we proceed with submitting an offer or commencing the work.

In cases where amendments to a contract become necessary, we ensure that these amendments are diligently reviewed, documented, and communicated to all relevant parties within the company. Detailed records of the contract review are maintained to maintain transparency and accountability.

Furthermore, contracts and orders awarded to our company undergo a meticulous review process to ascertain whether any disparities exist between the contract or order and our company's offer. Any identified differences are resolved before we formally accept such contracts or offers, underscoring our commitment to customer satisfaction and the fulfillment of their expectations.

## Customer Communication

Our organization places paramount importance on establishing effective arrangements for communication with our customers. This communication is vital in the context of:

- a) **Product Information:** We ensure that our customers receive comprehensive and up-to-date information about our products.
- b) **Enquiries, Contracts, or Order Handling:** This includes the handling of initial customer inquiries, the management of contracts and orders, and the management of any subsequent amendments.
- c) **Customer Feedback:** We actively seek, receive, and respond to customer feedback, including customer complaints. Our commitment is to ensure that our customers have a reliable channel to communicate any concerns or issues they may encounter.

## Design and Development

Design and development processes are diligently applied within the scope of activities conducted at Juhd Contracting Co. We are dedicated to ensuring that all aspects of design and development are undertaken with precision and in alignment with project requirements.

## Purchasing Process

### Design and Development

Our management is resolutely committed to establishing an effective and efficient process for the evaluation, selection, and control of purchased products and services to ensure they conform to specified requirements. We maintain strict control over the supplies, with the level of control tailored to the type of product or service and its impact on the quality of the final deliverable.

In the purchasing of materials, equipment, and services, we prioritize the following:

- ▶ **Vendor/Subcontractor Evaluation:** We meticulously evaluate and select vendors and subcontractors based on their demonstrated ability to meet subcontract requirements.
- ▶ **Ongoing Evaluation and Re-evaluation:** Our organization establishes a robust system for the ongoing evaluation and re-evaluation of vendors and subcontractors. We maintain records of the results of these evaluations and take necessary actions based on the outcomes.
- ▶ **Communication with Vendors/Subcontractors:** We ensure clear and effective communication of our requirements to vendors and subcontractors.

We primarily engage with vendors and subcontractors listed in our approved supplier list, except in emergency situations where vendor/subcontractor selection requires the approval of the General Manager. We have also established a mechanism for the selection of new vendors and subcontractors and a process for disapproving existing ones. We allow for vendor approval based on trial orders, samples, and other relevant criteria.

The performance of our approved vendors and subcontractors is rigorously monitored, and their performance is re-evaluated at least once a year to ensure consistency and adherence to our quality standards. This commitment to quality control and continuous improvement underscores our dedication to delivering exceptional products and services to our customers.



## Procurement Information

In our pursuit of excellence, the procurement process is meticulously governed by a comprehensive set of criteria and specifications to ensure the acquisition of the right products and services. Procurement information encompasses:

- ▶ **Product Description:** This entails a thorough and detailed description of the product to be procured, specifying the type, class, grade, or other precise characteristics.
- ▶ **Reference Documentation:** The procurement information includes references to relevant documents, such as the title and applicable issue of specifications, drawings, process requirements for approval, or qualification of products, procedures, process equipment, and personnel.
- ▶ **Quality System Standards:** It also outlines the applicable quality system standard, including the title, number, and issue.
- ▶ **Material Requirements:** The procurement documents specify the need for material tests, guarantees, calibration, conformance certificates, and other relevant requirements.
- ▶ **Delivery and Payment Terms:** The expected delivery period and payment terms are clearly articulated, ensuring clarity and transparency in the procurement process.

In certain instances, the procurement documents may also stipulate:

- a) **Product Approval Requirements:** These requirements pertain to the approval of products, procedures, processes, and equipment.
  - b) **Personnel Qualification:** Qualification criteria for personnel involved in the procurement process.
  - c) **Quality Management System Requirements:** The procurement information may include requirements related to our quality management system.
- All procurement documents undergo a thorough review and approval process by competent individuals before release, ensuring the adequacy of the provided information.

## Verification of Acquired Products

Our commitment to quality is unwavering, and no incoming material is utilized until it undergoes inspection and receives acceptance from our Inspection Department. The extent of inspection is determined by the nature of the product and the credentials of the supplier.

When necessary, we extend the right to our customers or their authorized representatives to verify the materials at the supplier's premises. The details of the verification process and the method of product release are explicitly defined in the procurement document.

## Identification and Traceability

We place a significant emphasis on the clear identification and traceability of products and documentation at every stage of the service delivery. This ensures a robust system of accountability and quality control throughout the organization.

To establish traceability, we maintain procedures to:

- a) **Identify Documentation:** This includes the documentation related to the service provided at all stages of the service.
- b) **Identify Personnel:** We also identify the personnel involved in each stage of the preparation and supply of the service, ensuring transparency and accountability at every level of our operations.

## Management of Customer Supplied Products

Juhd Contracting Co. has implemented a comprehensive and documented procedure for the meticulous control of customer-supplied products. This procedure guarantees that customer-supplied products are handled, verified, stored, and maintained with the utmost care to meet the related activities' requirements.

In the event that any customer-supplied product is lost, damaged, or deemed unsuitable for its intended purpose, we maintain detailed records of such incidents and promptly report them to the customer. We consider it paramount to ensure transparency and effective communication in such matters.

Our commitment to quality and accountability is reflected in the rigorous documentation and maintenance of all these activities, underscoring our dedication to delivering excellence in customer service and product management.



## Product Preservation

Our organization is steadfast in its commitment to preserving product conformity throughout the internal processing and delivery phases. This preservation also extends to the constituent parts of a product.

Product handling is executed with precision to prevent damage and deterioration during storage, processing, and delivery. When necessary, we employ specialized equipment to facilitate the safe transportation of materials from one point to another.

To ensure efficient product preservation, we have designated storage areas for incoming materials. All subsequent movements of materials are subject to stringent controls governed by established procedures and defined authority levels.

We meticulously record the issuance and receipt details of stocked products. This practice serves a dual purpose: it allows us to account for product usage and ensures that adequate stock levels are consistently maintained.

Finished products are securely stored in designated areas awaiting final delivery or installation for the end user. Our methods for storage guarantee that finished products are adequately shielded against any potential damage or adverse climatic conditions that could compromise product quality.

To maintain product integrity, all storage areas undergo periodic checks to assess the condition of materials and products in stock.

We have implemented stringent practices to ensure that all materials and products are preserved to prevent damage during storage or transit to the customer-specified location. The packing, packaging, and marking processes are rigorously controlled to ensure compliance with specified requirements.

Our equipment for handling and moving heavy products is subject to thorough verification to confirm its suitability and fitness for the task. This is instrumental in protecting our products and minimizing the risk of accidental damage during transit.

We remain unwavering in our commitment to safeguarding product quality, ensuring that the quality of the product is preserved until its final delivery or installation at the contractual destination. Our approach underscores our dedication to delivering products of the highest quality and reliability to our customers.

## Measurement, Analysis, and Enhancement Comprehensive Framework for Excellence

Juhd Contracting Co. has devised a well-structured plan and implemented a comprehensive framework for monitoring, measurement, analysis, and enhancement processes. These processes serve the following critical objectives:

- a) To Demonstrate Product Conformity
- b) To Ensure Quality System Conformity
- c) To Continuously Elevate the Quality System's Effectiveness

## Monitoring and Gauging Customer Satisfaction

Our organization places a premium on identifying the criteria and specific facets of our operations necessitating diligent oversight. These encompass:

- ▶ Products and Services
- ▶ Aspects exclusive to our company, intricately aligned with our policy, objectives, and business goals.

We are unwavering in our commitment to gathering feedback on these aspects from our esteemed customers through various avenues:

- ▶ Conducting Customer Satisfaction Surveys.
- ▶ Facilitating Direct Engagement between our Senior Management and Customers.
- ▶ Diligently Monitoring Unsolicited Feedback from Customers and Interested Parties, including Complaints.

Our approach emphasizes the importance of monitoring and measuring customer satisfaction, underscoring our commitment to delivering products and services that not only meet but surpass our customers' expectations, all the while continually enhancing our processes to ensure their satisfaction.

## Ensuring Customer Satisfaction: Customer Feedback Surveys:

To uphold the adherence of our service provision to contractual requirements, we employ customer feedback surveys. These surveys are conducted at pertinent stages throughout the execution of contracts or upon project completion. Our dedicated Project Managers administer these surveys to solicit unbiased responses from our customers, allowing us to assess service conformity and gather valuable insights for improvement.



## Direct Engagement by Senior Management:

Every six months, our Senior Management or their designated representatives personally engage with our customers. During these interactions, they actively seek and record customer feedback on specific aspects of our services. This feedback is analyzed on an individual basis or through appropriate statistical techniques, depending on the volume of data. This proactive approach reflects our unwavering commitment to customer satisfaction and our ongoing efforts to enhance the quality of our services.

## Internal Quality Assessments

Juhd contracting Co. places a premium on the regular evaluation of its quality activities and associated outcomes to ensure their alignment with established plans and assess the effectiveness of the Quality System.

The scheduling of these assessments is overseen by the Management Representative, taking into consideration the status and significance of each activity. Nevertheless, it is mandatory that every activity undergoes assessment at least twice annually. The Management Representative is entrusted with the creation of the yearly internal audit plan.

It is of utmost importance that the auditors responsible for carrying out these assessments have no direct involvement in the processes or activities under review.

The audit's extent, criteria, and methodology are meticulously outlined, either within the procedure or at the discretion of the Management Representative.

Any deviations from conformity unearthed during the assessment are documented separately, culminating in the creation of a comprehensive audit report. The results of these audits are conveyed to the respective department managers, who bear the responsibility of implementing agreed-upon corrective measures in a timely manner.

As part of the process, the implementation and efficacy of corrective actions are rigorously examined and documented through subsequent follow-up audits, which are initiated by the Management Representative.

Furthermore, the Management Representative presents the findings of these internal quality assessments during the Management Review Meeting. This data undergoes comprehensive evaluation to gauge the efficacy of the Quality System and to ascertain whether any refinements to the system are warranted.

## Supervision and Evaluation of Processes

Juhd contracting Co. maintains a commitment to employ appropriate methods for the diligent oversight and, when relevant, quantifiable assessment of the quality management system processes. These methods must aptly showcase the processes' capacity to realize predetermined outcomes. In cases where intended results are not met, the necessary steps for correction and corrective action will be pursued to ensure product conformity.

Our overarching aim is to expedite cycle times, enhance productivity, curtail wastage, fortify controls, and elevate both individual and organizational efficiency and effectiveness.

Supervision and, when feasible, quantifiable measurement will be integral components of planned internal audits and will also fall within the purview of departmental managers' routine responsibilities.

The findings derived from the monitoring and measurement of processes, along with the recommendations for system and procedural enhancements, will constitute focal points for discussion during the Management Review Meetings.

## Validation and Verification of Product

Juhd contracting Co. maintains a rigorous regime of inspection and testing to ascertain that the product and service's specified requirements are meticulously adhered to.

Incoming materials undergo comprehensive inspection and checks to ascertain their compliance with documented procedures. These procedures are diligently crafted to ensure that such materials remain dormant until they've been thoroughly inspected and approved. In evaluating suppliers and subcontractors, the level of control exercised is meticulously considered, and receiving inspections are tailored accordingly.

Throughout various stages of production and service delivery, all products and services are subjected to meticulous scrutiny to ensure unwavering alignment with contractual requisites. The criteria for acceptance during final inspection and testing are explicitly defined within relevant quality procedures and inspection and test plans. Where applicable, dialogue with the customer is fostered to gauge their assessment of the service quality provided.

Contingencies are accounted for in the procedure, enabling the utilization of materials for urgent needs before formal verification. Nonetheless, this procedure ensures the unambiguous identification of such materials to facilitate their immediate recall if they are found non-conforming to the specified requirements.

The status of completed products and services is contingent on the successful completion of final inspection. Only after this inspection has been carried out in strict accordance with documented procedures or inspection and test plans, and it's been confirmed that the product or service conforms to specified requirements, are they deemed ready for delivery. The requisite associated data is meticulously collated and authorized to facilitate this finality.

## Corrective Measures

Juhd contracting Co. has instituted a meticulously documented procedure to ensure the prompt and effective initiation of corrective actions in cases of nonconformance related to services, processes, or systems, whether uncovered during routine inspections, audits, or customer complaints.

Whenever non-conformities are identified, they are duly recorded and communicated to the relevant department managers. The procedure mandates comprehensive investigations into the causes of these non-conformities, aiming to uncover the root causes and meticulously document the results. The management of the company, alongside the cooperation of departmental and company employees, is steadfast in executing timely, effective corrective actions.

The instigation of appropriate corrective actions necessitates the identification of:

- ▶ The course of action to eradicate the root cause.
- ▶ The responsible person or entity.
- ▶ Any additional resources and controls required.
- ▶ The target date for completion.

The department manager then takes up the responsibility of implementing corrective actions commensurate with the magnitude of the issue and the associated risks. To ensure the effective implementation of corrective actions, the Management Representative closely monitors the process. Any permanent changes stemming from corrective actions are duly recorded in the appropriate system documents.

The proposed corrective actions may be verified for their effectiveness through a follow-up audit, a decision left to the discretion of the Management Representative.

Upon the receipt of customer complaints, whether written or verbal, they are documented and subjected to review by authorized personnel to ascertain their validity. If a complaint is deemed unjustified, an appropriate explanation is provided to the customer, and the matter is subsequently closed.

For all valid complaints, a thorough analysis is undertaken to establish both immediate remedial measures and the root cause of the issue, facilitating the implementation of suitable corrective actions. Customers are informed of immediate remedial steps and apprised of the corrective actions taken to prevent recurrences.

Stringent controls are in place to ensure the efficient and timely processing of customer complaints.

Records of customer complaints, investigation results, and corrective actions taken are meticulously preserved as quality records.

## Proactive Measures

Juhd contracting Co. diligently maintains a documented procedure to systematically identify and eliminate the causes of potential nonconformities, aiming to prevent their occurrence. These preventive actions are tailored to match the potential problems' magnitude.

The procedure intricately outlines the steps necessary to address issues warranting preventive actions. As preventive actions are set in motion, strict controls are implemented to ensure their effectiveness.

When initiating suitable preventive actions, the following aspects are meticulously identified:

- ▶ The course of action to eliminate the root cause.
- ▶ The responsible party or entity.
- ▶ Any additional resources and controls required.
- ▶ The target date for completion.

The department manager then takes charge of implementing preventive actions that align with the issue's magnitude and associated risks. The Management Representative maintains a vigilant watch over the execution of preventive actions. Any lasting changes resulting from these actions are meticulously documented within the appropriate system records.

Personnel are actively encouraged to identify areas where potential nonconformities may arise and promptly report such instances to the Management Representative. Furthermore, all staff members are welcome to provide suggestions for potential improvements to the quality system. Details concerning the preventive actions undertaken are presented by the Management Representative during the Management Review Meeting.

## Health, Safety, and Environment (HSE) Policy and Framework

### Overview

### Mission Statement

Juhd Contracting Co., a dedicated organization, upholds the utmost regard for its workforce's well-being and is deeply committed to safeguarding their health and safety. This commitment extends to all individuals the company serves, its personnel, and valued stakeholders. Our mission is to nurture a culture of safety through active engagement, ensuring a secure and healthy environment for all.



## Policy Declaration

The Health and Safety Plan of Juhd Contracting Co. has been meticulously crafted to delineate a comprehensive set of procedures aimed at establishing a work environment free from accidents and injuries. The collective responsibility for accident prevention transcends every echelon within our organization. This encompasses the welfare of our employees, subcontractors, and those we serve. The Health and Safety Plan is obligatory for all members of our workforce. Juhd Contracting Co. is unequivocally dedicated to mitigating accidents, injuries, and illnesses resulting from anticipated workplace hazards. In the event of unforeseen incidents, our resolve is to react promptly and judiciously.

## Applicability

The provisions set forth in the Juhd Contracting Co. Health and Safety Plan are applicable to all members of our organization, irrespective of their roles. These health and safety protocols equally extend to subcontractors, interns, and volunteers who collaborate with us. Each member of our workforce is entrusted with the responsibility of upholding the tenets of the Juhd Contracting Co. Health and Safety Plan.

## Enforcement

The pivotal role of enforcing the Health and Safety Plan is vested primarily in the Safety Officer/ Human Resources Director. Program Directors, representing their respective program areas, share this mantle of responsibility. The Safety Officer and Program Directors convene at least annually to assess safety aspects comprehensively, making pertinent recommendations to the State Administrator and Executive Director for any necessary revisions or enhancements.

## Ensuring a Safe and Healthy Work Environment Fire Safety Protocols

To guarantee the safety of our workforce, it is imperative that employees possess a thorough understanding of fire prevention and the appropriate responses to workplace emergencies. Common origins of fires in the workplace encompass arson, smoking materials, electrical wiring, and appliances. Our commitment to fire safety involves several key measures.

- ▶ Maintaining vigilance regarding the secure closure of doors after business hours.
- ▶ Clearing areas near exits and around the building, thereby maintaining unhindered egress routes.
- ▶ Exercising scrupulous housekeeping practices within the premises.
- ▶ A strict no-smoking policy is enforced in all Juhd Contracting Co. offices and buildings. For those who smoke, designated smoking areas are established outside the building, well away from entrances. Large, non-tip ashtrays must be used in these designated areas.
- ▶ Mitigating electrical hazards by preventing overloading of outlets and promptly replacing any damaged electrical cords.
- ▶ Familiarizing oneself with the building's fire and life safety systems, including their types, locations, and operation. These systems comprise fire extinguishers, smoke detectors, sprinklers, alarms, and evacuation plans.

## Fire Response Strategy

In the event of a fire or when the fire/smoke alarm is activated, the following steps should be taken:

1. Dial 911 immediately.
2. Evacuate the building in adherence to the established evacuation plan, ensuring that doors are closed when exiting to restrict the spread of smoke and fire. Elevators must never be used during a fire emergency.
3. An announcement, such as “Code Red,” should be made through the intercom system. Alternative methods like Skype or other instant messaging platforms may also be employed to declare the fire emergency.
4. In the case of a contained fire, call 911 and then employ the fire extinguisher. Should the fire remain unmanageable, exit the area and close the door behind you.

## Evacuation Procedures

Evacuation plans are meticulously maintained, with copies available in each program office and common areas. These plans highlight the locations of fire extinguishers and establish meeting points for personnel accountability. The designated meeting place should be positioned at a safe distance from the building, ensuring the evacuees’ safety while facilitating unimpeded access for emergency responders. Refer to Appendix A for detailed evacuation plans for each office.

## Medical Emergencies

Anticipating and preparing for on-site medical emergencies is a critical component of our safety protocols. Regardless of the nature of the emergency, medical response follows the Check-Call-Care guidelines as outlined by the Red Crescent:

1. Secure the scene and assess the condition of the injured person.
2. In situations that are severe or life-threatening, promptly call 911. Commence emergency life-support, including CPR and/or First Aid, as required.

If available, the intercom system may be employed to announce a “Code Blue,” while Skype or similar instant messaging systems may also be used to declare a medical emergency.

All Juhd Contracting Co. employees are required to undergo First Aid and CPR training. Each Juhd Contracting Co. program office is equipped with comprehensive First-Aid kits. The evacuation plans for Juhd Contracting Co. also indicate the precise locations of these kits within the office premises. Direct care employees further carry First-Aid kits in their vehicles.

First-Aid kits should be inventoried on a quarterly basis or following each medical emergency to ensure they are fully stocked. Documentation of the inventory and stock levels is recorded on the Juhd Contracting Co. Safety Check Form, which is then submitted to the Safety Officer. If additional supplies are needed, a purchase request will accompany the Safety Check Form.



## Dealing with Bomb Threats

### Understanding Bomb Threats

Bomb threats are typically used to cause alarm, panic, or attract attention by warning of the potential presence of an explosive device in a particular location. These threats are commonly conveyed via telephone and require a deliberate and calculated response. All personnel, particularly those stationed at the telephone switchboard, should be well-informed about how to handle bomb threats.

### Initial Response

- ▶ It is advisable for more than one person to listen in on the call, if possible. The recipient of the threat should alert other employees to the active threat whenever feasible.
- ▶ In the presence of an intercom system, initiate a “Code Yellow” announcement. Alternative means, such as Skype or other instant messaging systems, may also be employed to promptly notify everyone of the bomb threat.
- ▶ The individual receiving the bomb threat must remain calm and gather as much information as possible from the caller.

### Key Actions to Take

- ▶ Keep the caller on the line for as long as possible.
- ▶ Document every word spoken by the caller if feasible.
- ▶ If the caller does not disclose the location of the bomb, inquire about this vital information.
- ▶ Pay close attention to background noises, as they may provide clues about the caller’s location.
- ▶ Listen attentively to the caller’s voice characteristics, including gender, accents, and speech impediments.

### Immediate Response

- ▶ As soon as the caller terminates the call, dial 911 and promptly follow the established evacuation plan for the building.
- ▶ Report the threat to your immediate supervisor and the Safety Officer.

## Standardized Checklist

Each office is equipped with a comprehensive Bomb Threat Call Checklist, which should be readily accessible in areas where telephone calls are answered. If possible, this checklist should be employed to document the various elements of the threat. Copies of the checklist must be provided to responding police officers and the Juhd Contracting Co. Safety Officer for reference and investigation.

## Workplace Violence Prevention and Response

Workplace violence encompasses any deliberate act that attempts or threatens to inflict bodily harm on individuals or damage property. It can be perpetrated by an Juhd Contracting Co. employee or anyone else, and may occur within a Juhd Contracting Co. program office or during the course of Juhd Contracting Co. business activities.

## Control Measures

To protect employees and proactively prevent workplace violence, the following control measures are in place:

- ▶ The office building is secure and regularly maintained.
- ▶ Security measures, including cameras, are utilized wherever available.
- ▶ Internal and external lighting is installed to enhance visibility.
- ▶ Furniture and partitions are arranged to promote visibility of service areas and avoid obstructing movement.
- ▶ There is no public access to the premises during night work.
- ▶ Supervisors are informed of staff whereabouts when they engage in home visits or other community-based work tasks.
- ▶ The consumption, possession, or sale of alcohol, illegal substances, or non-prescribed drugs, as well as reporting to work under the influence of such substances, is strictly prohibited.
- ▶ Behaviors that could jeopardize the safety of oneself or colleagues, such as fighting, horseplay, and disorderly conduct, are forbidden.
- ▶ All staff are trained in Emergency Behavior Intervention, which includes de-escalation techniques applicable to various age groups.
- ▶ Supervisors are attentive to any concerning behaviors displayed by employees, such as escalating aggressiveness, threats, obsessions with coworkers, anger outbursts, or notable behavior changes.



## Response to Workplace Violence

In case workplace violence occurs, employees are advised to take the following actions:

- ▶ Dial 911 immediately.
- ▶ Evacuate the area promptly.
- ▶ Assist others in evacuating or escaping if it is safe to do so.
- ▶ Prevent others from entering the affected area.
- ▶ If evacuation is not possible, seek a secure place out of the view of the aggressor.
- ▶ Utilize communication systems, such as Skype or other instant messaging platforms, to promptly announce the threat and instruct employees to evacuate the building (referred to as “Code Gray”).

## Interacting with the Aggressor

When dealing with a violent or threatening individual, employees are encouraged to follow these guidelines:

- ▶ Employ calm verbal and non-verbal communication.
- ▶ Utilize verbal de-escalation and distraction techniques.
- ▶ Politely request the aggressor to leave the premises.
- ▶ If feasible, retreat to a safe location and call 911.

## Natural Disasters and Severe Weather Preparedness

Natural disasters, resulting from various natural processes, pose significant threats, including hurricanes, tornadoes, floods, severe thunderstorms, and winter storms. Being well-prepared and acting swiftly are of utmost importance when severe weather threatens.

Hurricanes: Hurricanes are potent storms with the potential to be life-threatening, often bringing dangers like flooding, storm surges, high winds, and tornadoes.

- ▶ Stay tuned to local radio and television stations for vital information from the National Weather Service.
- ▶ Ensure windows and doors are securely fastened; contact maintenance or landlords for assistance.
- ▶ Prepare for potential evacuation.
- ▶ Safely unplug, raise, and secure all computers and other electrical devices.
- ▶ Elevate filing cabinets or relocate books, binders, and paper items to higher areas in the office.

**Severe Thunderstorms:** Severe thunderstorms may produce hail at least 1 cm in diameter and/or have wind gusts exceeding 58 miles per hour. These storms invariably bring lightning and often heavy rain, potentially causing flooding. High winds can lead to structural damage, topple trees, utility poles, and cause widespread power outages.

- ▶ Stay informed by listening to local radio and television stations for essential information from the National Weather Service.
- ▶ Keep away from windows, skylights, and glass doors that might shatter due to strong winds or hail.

**Tornadoes:** Tornadoes are violently rotating columns of air extending from the base of a thunderstorm to the ground. While severe tornadoes are more frequent in Plains States, they have occurred in every state.

- ▶ During any storm, closely monitor area radio and television stations for critical updates from the National Weather Service.
- ▶ If a tornado is approaching, seek shelter in a small, interior room or hallway on the lowest floor without windows.
- ▶ If available, initiate a “Code Orange” announcement using an intercom system or other instant messaging platforms to alert personnel to the tornado warning or threat.

**Floods:** Floods are among the most common natural disasters, typically resulting from extended periods of heavy or consistent rainfall that saturate the ground.

- ▶ Stay informed by monitoring local radio and television stations for flood warnings, reports of ongoing flooding, and other essential information from the National Weather Service.
- ▶ Be prepared for potential evacuation.
- ▶ Securely unplug, elevate, and safeguard all computers and electrical devices. Cover them with large trash bags.
- ▶ Elevate filing cabinets or move books, binders, and paper items to higher areas in the office.
- ▶ Avoid floodwaters, whether walking or driving.

In case of a natural disaster or severe weather event, or during equipment failures, the following steps will be taken to safeguard records:

- ▶ The Executive Director and IT Department will back up the centralized database program, ensuring data is securely stored offsite.
- ▶ Paper records will be protected to the best extent possible, considering the type of disaster.



## Infection Prevention and Control

Infectious diseases, also known as communicable diseases, represent a leading cause of global mortality. These diseases are caused by microscopic pathogens known as germs, which are omnipresent in the environment, encompassing the air, soil, and water. Infections can occur through contact with contaminated surfaces, consumption of tainted food or water, or inhalation of germs. Additionally, germs can transmit through animal and insect bites, as well as close human interactions, including kissing and sexual contact. Preventative measures such as vaccinations, effective hand hygiene, and appropriate medications are crucial in averting infections.

Juhd contracting Co. recognizes the gravity of infectious diseases and mandates employee participation in training programs focused on preventing the dissemination of communicable diseases. Furthermore, all employees must undergo Tuberculosis (TB) screening upon hiring. The following fundamental practices are endorsed to curtail the transmission of germs within the workplace:

- ▶ When coughing or sneezing, you release minuscule droplets laden with germs into the air, which often leads to the spread of colds and flu. You can play a pivotal role in limiting germ transmission by:
- ▶ Covering your mouth and nose when sneezing or coughing, preferably using your elbow rather than your hands.
- ▶ Maintaining meticulous hand hygiene—especially before eating or preparing food, and following restroom use or diaper changing.
- ▶ Refraining from touching your eyes, nose, or mouth.

Thorough hand washing is among the most potent yet frequently underestimated methods for disease prevention. Both soap and water are highly effective in germ eradication. Adequate hand washing entails a duration of at least 20 seconds, during which you should vigorously rub your hands. Disposable hand wipes or gel sanitizers also provide efficacious alternatives.

For caregivers and personnel attending to individuals with infectious diseases, the following hygiene practices are recommended:

- ▶ Spills involving bodily fluids such as semen, blood, bloody saliva, urine, feces, or vomit on surfaces like floors or bathtubs should be addressed with a solution composed of ten parts water to one part bleach. Towels or cloths used in the cleanup should be sealed within plastic bags and disposed of outdoors. Disposable rubber gloves are mandatory during the cleanup of any bodily fluid spills.
- ▶ Garments soiled with bodily fluids should be washed separately from other clothing, utilizing a mixture of ten parts water to one part bleach.
- ▶ Utensils and containers bearing traces of bloody bodily fluids should be washed separately, either by hand or in a dishwasher with hot soapy water.
- ▶ Disposed soiled diapers must be sealed in plastic bags and deposited in outdoor trash cans. In cases where a child with an infectious disease inflicts a bite that draws blood, the affected area should be immediately cleaned with hot water and soap and reported to a medical professional.
- ▶ Caregivers and personnel are strongly encouraged to ensure that their vaccinations for childhood diseases, such as mumps and rubella, are up to date, based on their physician's recommendations.

## Emergency Procedure Testing and Facility Inspections

At Juhd contracting Co., the health and safety of our employees are paramount. In line with our commitment to maintaining a safe work environment, we ensure that all employees receive comprehensive training on the Health and Safety Plan during their initial orientation and subsequently on an annual basis. Our aim is to guarantee a thorough understanding of emergency procedures and the ability to execute them effectively. It is important to note that many office emergencies may necessitate evacuation as part of the prescribed response.

To ensure our readiness and capability to respond to emergencies, we implement the following practices:

**Evacuation Drills:** Periodic unannounced evacuation drills are conducted to practice and assess our evacuation plan's effectiveness. These drills occur semi-annually or as determined by the Safety Officer. They serve as valuable training tools and enable us to identify and address any concerns promptly. Observations and concerns during evacuation drills are documented by the Safety Officer on the Juhd contracting Co. Safety Drill form. This information is then submitted to the State Administrator and Executive Director for review.

**Other Safety Drills:** In addition to evacuation drills, our Safety Officer guides Program Directors in organizing unannounced drills simulating various emergency scenarios, including bomb threats, medical emergencies, and incidents of violence. Program Directors announce the drill, explain the scenario, and observe employees' responses. All actions are to be carried out as if they were genuine emergencies. The observations and responses are meticulously documented on the Juhd contracting Co. Safety Drill form and subsequently reviewed by the Safety Officer.

**Facility Inspections:** The safety and compliance of our facilities are rigorously evaluated through annual inspections conducted by qualified external authorities, such as fire or health inspectors. Furthermore, fire extinguishers undergo annual inspections and required maintenance or servicing is carried out by an approved external service provider. The outcomes of annual inspections and any subsequent compliance inspections are reported to the Safety Officer for further action. Additionally, Program Directors conduct biannual internal health and safety inspections, and their findings are recorded on the Juhd contracting Co. Safety Check Form and the Juhd contracting Co. Health and Safety Checklist. These inspections are integral to our commitment to providing a secure and healthy environment for our employees.



## Maintaining Out-of-Office Health and Safety: Safe Driving and Travel Practices

At Juhd contracting Co., employee roles often require travel and fieldwork, which is an integral part of their responsibilities. Ensuring the safety of our employees during their travels is of utmost importance. To achieve this, we have implemented the following safety measures:

- ▶ **Transportation Safety Training:** All employees must complete comprehensive Transportation Safety training to prepare them for safe travel.
- ▶ **Driving Requirements:** Employees who are required to travel as part of their job must possess a valid driver's license, maintain reliable transportation, automobile liability insurance, and ensure their vehicle is properly maintained. Documentation of these requirements must be on file with the Human Resources Director/Safety Officer.
- ▶ **Safe Driving Practices:** Employees are encouraged to follow safe driving practices, such as using seat belts, ensuring they are well-rested before driving, and avoiding any medications that may cause drowsiness. Other practices include setting realistic goals for daily travel distances, refraining from driving while impaired, avoiding distractions, staying alert, and practicing patience and courtesy to other drivers. Furthermore, thorough knowledge of road traffic laws and adherence to them are essential.
- ▶ **Travel Safety Tips:** For long-distance travel, employees are advised to take regular breaks every two hours, leave valuables at home whenever possible, lock vehicle doors while driving and when parked, and ensure that hotel room doors are securely locked. When walking in unfamiliar areas, it is recommended to stay in well-lit areas, walk confidently, and remain alert to surroundings. Colleagues or supervisors should be aware of the employee's travel itinerary.
- ▶ **Transporting Clients:** For employees who are required to transport clients, particularly Case Managers and Human Service Technicians, additional safety protocols are implemented.
- ▶ **Transportation Safety Training:** All employees must complete comprehensive Transportation Safety training.
- ▶ **Driving Requirements:** Employees responsible for client transportation must meet the same requirements as general travel, including possessing a valid driver's license, maintaining reliable transportation, automobile liability insurance, and ensuring vehicle maintenance. Employee driving records will be checked biennially.

▶ **Vehicle Safety:** Vehicles used for client transportation must have functioning safety belts, and when transporting young children, appropriate child restraints must be used. These vehicles should also be equipped with a fully stocked first-aid kit.

▶ **Awareness of Client Needs:** When transporting clients, drivers must be aware of the child's medical conditions, behavior issues, and safety plans.

These comprehensive measures are in place to guarantee the safety and well-being of our employees, whether they are traveling, transporting clients, or working from home-based offices.

▶ **Cell Phone Use:** Employees must have their cell phones available during client transportation, but they should only use them when the vehicle is safely parked.

▶ **No Unattended Clients:** Under no circumstances should a client be left unattended in a vehicle.

▶ **Emergency Procedures:** Vehicles used for client transportation must have emergency procedures available as outlined in Appendix G. In the event of an emergency, Juhd contracting Co.'s Transportation Emergency Procedures must be followed.

▶ **Home-Based Staff:** Juhd contracting Co. permits Case Managers to work from home-based offices. The health and safety of these home-based staff are a priority. To ensure their well-being, the following health and safety parameters are encouraged:

▶ **Setting up Your Home Office:** Employees working from home should set up their office space with proper ergonomics, using standard-height desks and suitable office chairs that promote good posture and reduce the risk of injury.

▶ **Fire Hazards:** Measures to prevent fire hazards include avoiding overloading electrical circuits and extension cords, keeping a fire extinguisher accessible, and preventing spills of liquids on electronic equipment. Distractions such as cooking while working should be avoided, and smoking should not be permitted.

▶ **Fire Escape Planning:** Having a fire escape plan is essential, and it's vital to ensure that the home office setup does not hinder escape routes. Common sense should be applied when dealing with fire hazards, and it is advisable to maintain an awareness of potential risks.



## Reporting and Documenting Serious Incidents

Juhd contracting Co. recognizes the importance of promptly and effectively responding to serious incidents in the workplace. A serious incident is any unplanned or undesired event that has an adverse impact on the company's operations. These incidents encompass a wide range of scenarios, including but not limited to fires, work-related injuries, medical emergencies, bomb threats, violence threats, damage or injuries due to natural disasters, accidents, emergency behavior interventions, child abuse/neglect, or the presence of alcohol, illegal substances, or weapons on company premises.

### Reporting Serious Incidents:

The reporting of serious incidents serves multiple essential purposes, such as enabling thorough investigations, identifying root causes, recognizing patterns and trends, and pinpointing areas that require performance improvement. Any serious incident must be reported immediately to the Program Director. The Program Director is then responsible for notifying the Safety Officer and ensuring the proper documentation of the incident.

### Documenting Serious Incidents:

Serious incidents are meticulously documented using the Juhd contracting Co. Employee Incident Report. The report can be completed by either the involved employee or the Program Director. Once the incident report is compiled, it is submitted to the Safety Officer, who will review it in collaboration with the State Administrator and Executive Director to determine appropriate corrective actions or plans.

Moreover, the Safety Officer keeps a comprehensive record of all serious incidents and generates an annual report. This report includes an analysis of all serious incidents to identify trends, pending corrective actions (including employee training), and recommendations for the prevention of recurrences. The annual report is subsequently submitted to the State Administrator and Executive Director for their review.

### **Child-Related Incidents:**

It is essential to emphasize that Juhd contracting Co. must report all serious incidents that affect or have the potential to affect the care, supervision, and treatment of a child. This ensures the safety and well-being of the children under the company's care.

### **Employee Training:**

Juhd contracting Co. places great importance on employee training in health and safety procedures. Employees are required to participate in specific training sessions upon hire and annually thereafter unless otherwise indicated. The key training areas include:

- ▶ Juhd contracting Co. Health and Safety Plan Training
- ▶ Emergency Behavior Intervention (PAPH)
- ▶ First Aid and CPR (typically renewed every two years)
- ▶ Psychotropic Medication and Medication Administration
- ▶ Transportation Training

These training activities are supplemented by unannounced evacuation drills and other safety drills to ensure ongoing preparedness. Additional training may be mandated as needed to address evolving safety requirements and contingencies.



## Equal Opportunities Policy

Juhd contracting is dedicated to the principle of equal opportunities, fostering respect for diversity, and applying equality of opportunity across all its practices and service delivery. This commitment extends to areas including but not limited to ethnic origin, age, gender, religion or belief, sexual orientation, marital status, and disability, or any other criterion that is irrelevant to the issue at hand.

The primary responsibility for the effective implementation of this policy lies with Juhd contracting Trustees and Committee Members. However, all Committee Members, Trustees, volunteers, and service users share the responsibility as part of their involvement with the organization to ensure the practical realization of this policy.

Juhd contracting Trustees and Members will actively inform all Committee Members, Trustees, volunteers, and service users of the existence of this policy. Necessary training will be provided to ensure the effectiveness of the policy and to raise awareness of it.

## Equal Opportunities Policy Implementation General Activities of Juhd contracting:

As a community service provider, Juhd contracting is committed to promoting equal opportunities and addressing discrimination wherever it is identified. This document outlines the significant implications of this commitment and the actions required to achieve equal opportunities.

We will proactively monitor all activities to ensure that we are responsive to the needs of all communities and groups.

All staff, volunteers, and service users have a shared responsibility to ensure that no committee member, volunteer, or service user is subject to less favorable treatment on the grounds of age, ethnic origin, disability, sexual orientation, religion or belief, marital status, or gender.

We will encourage our committee members, volunteers, and partner organizations to take affirmative steps to meet the needs of minority communities and disadvantaged individuals.

We will listen attentively to the feedback and requirements communicated to us by the people we serve and will allocate our resources to the best of our ability to meet these needs.

This policy will undergo a review every three years or whenever new legislation necessitates it.

## Physical Access:

Juhd contracting premises will be periodically reviewed to maintain and enhance access for committee members, staff, and users with disabilities.

## Recruitment and Employment Practices:

Understanding the full diversity of our client base is of utmost importance to Juhd contracting committee members and staff.

To the best of our ability, we will ensure that our recruitment processes are designed to provide equal access for all.

All committee or job vacancies will initially be advertised internally to encourage service users and volunteers to apply.

We will structure our committee roles or job specifications to accommodate the widest possible range of transferable experience and qualifications.

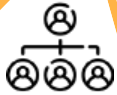
Application forms will explicitly state that life experience is valid alongside formal qualifications and work experience.

During the recruitment process, Juhd contracting will adhere to the guidelines set forth by the Saudi Labor Office.

While it is unlikely that Juhd contracting's workforce will fully represent the diversity of our users due to its size, we will make every effort to ensure that those we employ share our belief in the worth of every individual and express this belief in their work.



شركة جهد للمقاولات العامة  
Juhd Contracting Company

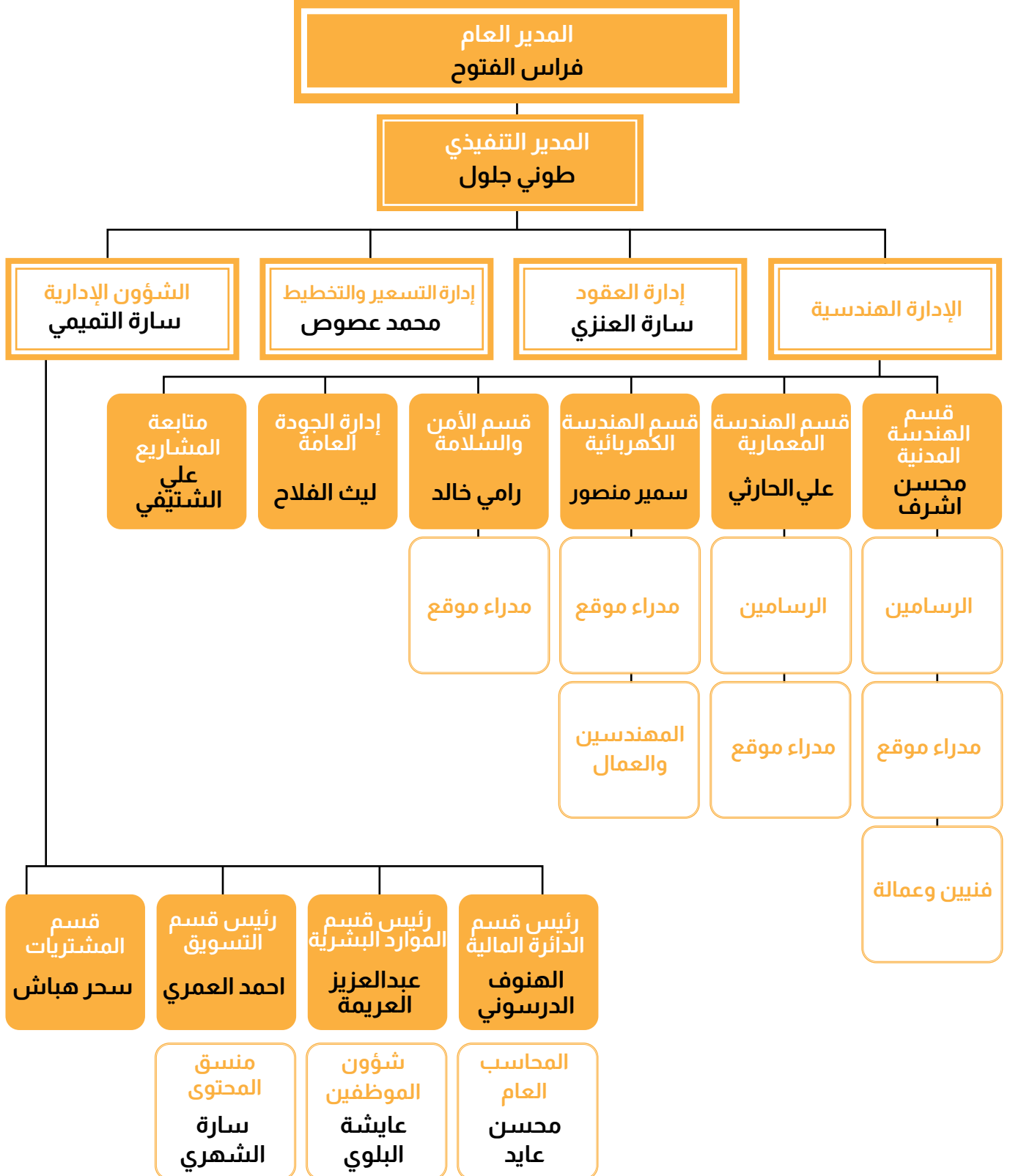


## COMPANY ORGANIZATIONAL CHART





## Organization chart





شركة جهد للمقاولات العامة  
Juhd Contracting Company



## OUR CLIENTS



شركة جهد للمقاولات العامة  
Effort Contracting Company

## Our Clients





## LIST OF KEY PROJECTS



## COMMERCIAL COMPLEX



**Scope**

Turnkey

**Client**

RAL Investment Company

**Location**

Riyadh

**Type**

Commercial

**Year**

2020





## FUTURE BREAKS



<b>Scope</b>	Finishes
<b>Client</b>	Future Breaks Company
<b>Location</b>	Riyadh
<b>Type</b>	Residential
<b>Year</b>	2021



## EXTERNAL RENOVATIONS



Scope

External facades

Client

Al-Othaim

Location

Riyadh

Type

Commercial

Year

2023





## DIRIYAH PALACE



**Scope**

Residential villa finishes

**Client**

Khaled Al-Otaibi

**Location**

Riyadh

**Type**

Residential

**Year**

2020



## PAINTS WORK



**Scope**

Painting upper ceilings

**Client**

Ministry of Communications

**Location**

Riyadh

**Type**

Commercial

**Year**

2023



## NOVA WATER OFFICES



**Scope**

Finishes

**Client**

Nova Company

**Location**

Riyadh

**Type**

Commercial

**Year**

2021





## PRIVATE VILLA



Scope

Turnkey

Location

Riyadh

Type

Residential

Year

2020



## OLAYA OFFICE



**Scope**

Finishes

**Client**

GEMS

**Location**

Riyadh

**Type**

Schools

**Year**

2023



## ANKURA OFFICE



**Scope**

Finishes

**Client**

Ankura Company

**Location**

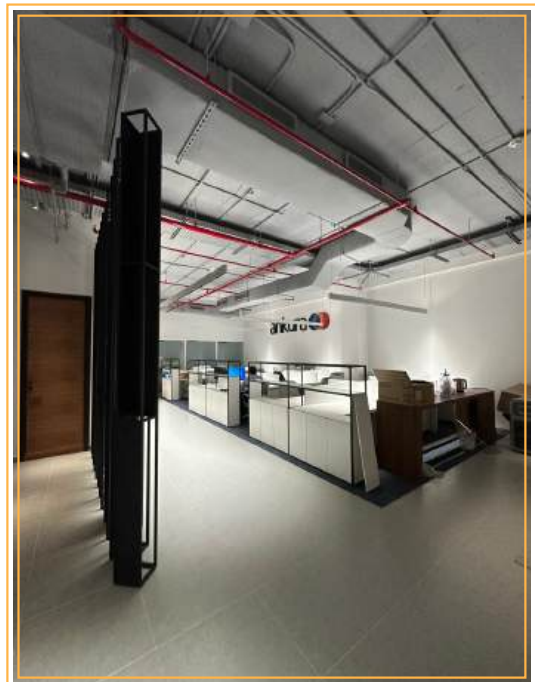
Riyadh

**Type**

Commercial

**Year**

2023





## AL OTHAIM RENOVATIONS



**Scope**

Electromechanical works

**Client**

Othaim Markets

**Location**

Riyadh

**Type**

Commercial

**Year**

2023



## RAWDA VILLAS



**Scope**

Turnkey

**Client**

Khadra Kalabi

**Location**

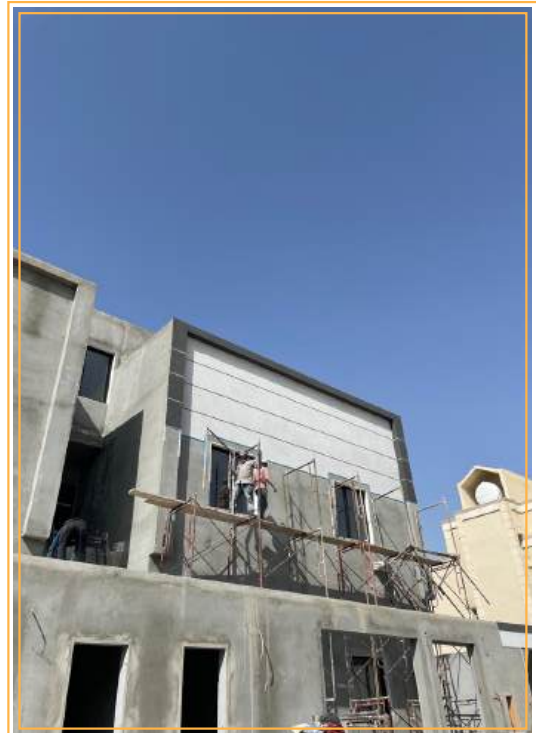
Riyadh

**Type**

Residential

**Year**

2019





## OLAYA OFFICE



**Scope**

General finishes

**Client**

BESIX

**Location**

Riyadh

**Type**

Commercial

**Year**

2023



## ARBORETUM



**Scope**

General renovations

**Client**

RIZA Establishment

**Location**

Riyadh

**Type**

Commercial

**Year**

2021





## B.K SALON



<b>Scope</b>	Finishing and electromechanical works
<b>Client</b>	Berta Kanaan
<b>Location</b>	Riyadh
<b>Type</b>	Commercial
<b>Year</b>	2022



## EXTERNAL SESSIONS



**Scope**

outdoor seating

**Location**

Riyadh

**Type**

Residential

**Year**

2020



## AL-KHAIR



**Scope**

Turnkey

**Client**

Mansour Al-Balawi

**Location**

Riyadh

**Type**

Residential

**Year**

2021





## PRIVATE VILLA



**Scope**

Structural Construction

**Client**

Bandar Al Saud

**Location**

Riyadh

**Type**

Residential

**Year**

2023



## BALDORA AND INTERLOCK WORKS



**Scope**

Landscape Works

**Location**

Riyadh

**Type**

Residential

**Year**

2023





## OFFICE



**Scope**

General finishes

**Client**

Nasla Engineering Consulting  
Office

**Location**

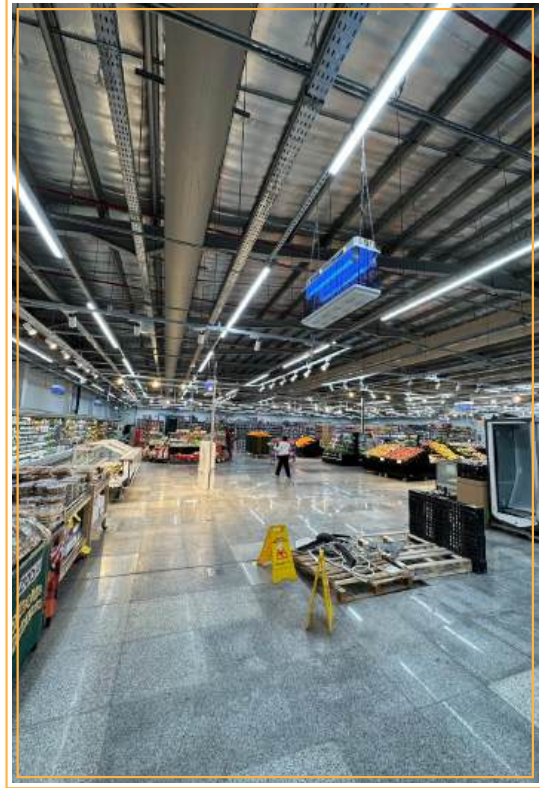
Riyadh

**Type**

Commercial

**Year**

2022



**Scope**

Electromechanical works

**Location**

Riyadh

**Type**

Commercial

**Year**

2024



**Scope**

Tile installation

**Location**

Riyadh

**Type**

Commercial

**Year**

2024



**Scope**

Building commercial booths

**Location**

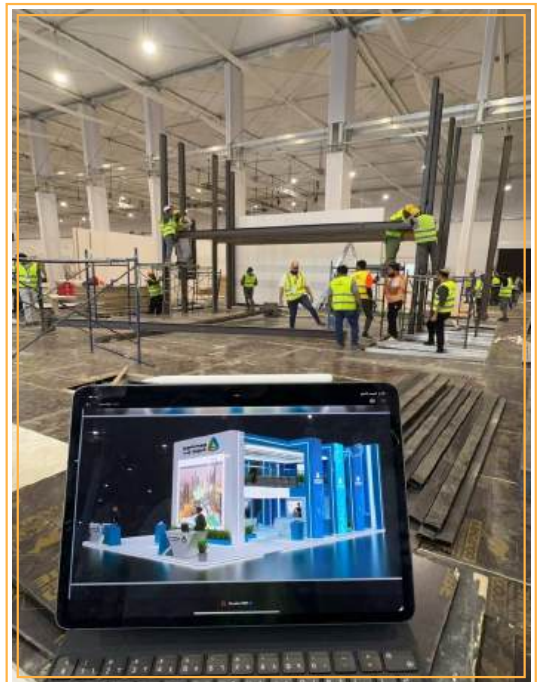
Riyadh

**Type**

Commercial

**Year**

2020





**Scope**

Residential renovations

**Location**

Riyadh

**Type**

residential

**Year**

2024



**Scope**

General renovations  
to bathrooms

**Location**

Riyadh

**Type**

Commercial

**Year**

2024



**Scope**

Lighting installation works

**Location**

Riyadh

**Type**

Crowne Plaza Hotel

**Year**

2024



**Scope**

Installation of fire network pipes

**Location**

Riyadh airports

**Type**

Commercial

**Year**

2024



**Scope**

Main hall renovations

**Location**

Riyadh airports

**Type**

Commercial

**Year**

2024



OWNER	PROJECT NAME	YEAR
GEMS	Office Renovation	2023
Ankura Office	Office Renovation	2023
Saudi Communications and Information Technology Authority	Paints Work	2023
Al Othaim Markets Company	Interior renovations	2023
Al Othaim Markets Company	MEP + Arch Works	2023
Sultan Office	Office Renovation	2023
RIZA Foundation	-	2021
-	Construction of Outdoor Seating Areas	2020
Berta Kanaan	Salon B.K	2022
Prince Bandar Al Saud	Private Villa	2023
RAL Investment Company	Commercial complex	2020
Khadra kalabi	2 residential villas (private)	2019
Future Breaks Company	For real estate development, 29 villas (arch-work)	2021
Jawaher Al-Bonyan	Diriyah Palace Renovation	2020
Mansour Al-Blowi	Ard Al Khair Rest House (turn key)	2021
Nasla Engineering Consultations	Offices (turnkey)	2022
Khaled Al-Otaibi	Villa Al Munsiyah	2020
Nova Water	Nova Offices	2021
Nova Water	Warehouse finishing	2022



## COMPANY DOCUMENTS



شركة جهد للمقاولات العامة  
Juhd Contracting Company

SCA

الهيئة السعودية للمقاولين  
Saudi Contractors Authority

شهادة  
عضوية  
مقاول

تاريخ الإصدار: 14/08/2025، انزل

طبقاً لتنظيم الهيئة السعودية للمقاولين فإننا نشهد بأن  
شركة جهد للمقاولات عامة

رقم العضوية: 178617867

مسجل في عضوية الهيئة حسب الإجراءات المتبعة وقد أعطى هذه الشهادة بناءً على ذلك

تاريخ نهاية العضوية 2027، 14 أغسطس

الرجاء التحقق من صحة وملاحية الشهادة عبر زيارة الرابط <https://muqawil.org>



الهيئة السعودية للمقاولين

رقم الهاتف: +966920000968  
البريد الإلكتروني: info@sca.sa

sca.sa

صدرت هذه الشهادة من الهيئة السعودية للمقاولين وتظل ملكاً للهيئة ويجب  
إعادتها للجهة المصدرة في حال إلغاء العضوية لأي سبب كان  
لمزيد من المعلومات عن الشهادة يرجى زيارة موقعنا  
[www.muqawil.org/ar/contractors](http://www.muqawil.org/ar/contractors) أو الاتصال على الرقم +966920000968  
جميع الحقوق محفوظة للهيئة  
السعودية للمقاولين

الهيئة السعودية للمقاولين  
صبي رقم 3141 طريق أسس بن مالك -  
المنطقة  
الرياض 13521-8292 المملكة العربية  
السعودية

رؤية  
2030  
الهيئة العامة للغذاء والدواء  
KINGDOM OF SAUDI ARABIA



شهادة اشتراك  
Membership Certificate

غرفة الرياض  
Riyadh Chamber

Membership No. :	544978	544978	رقم العضوية الموحد :
Date of Issue:	15/01/2020	2020/01/15	تاريخ الاصدار:
Membership Class :	Third	الثالثة	درجة العضوية :
Riyadh Chamber Certifies			تشهد الغرفة التجارية الصناعية بالرياض بأن
			شركة جهد للمقاولات عامة (شركة شخص واحد)
Commercial Registration No.	1010622055	1010622055	مفيدة بالسجل التجاري / الترخيص رقم :
Certificate Expires on	11/11/2025	2025/11/11	ينتهي سريان هذه الشهادة في



الخدمات الإلكترونية لغرفة الرياض - بوابة أعمال © E-Services Riyadh Chamber

920004565

- يلزم التحقق من الوثيقة عبر الرابط <https://mybusiness.chamber.sa> ، أو تطبيق (سند) للأجهزة المحمولة أو الرقم الموحد دون ادنى مسؤولية على الغرفة عن محتوى الوثيقة.
- تعد هذه الورقة من الوثائق الإلكترونية لغرفة الرياض، ويمنع تعديلها أول محاولة العبث بها وتصبح لاغية حال محاولة تعديلها وتعرض صاحبها للملاحقة القانونية.



خدمات  
بلدي  
balady  
services



## رخصة نشاط تجاري Commercial Activity Licence شركة جهد للمقاولات عامة شركة شخص واحد

License Expiry Date تاريخ نهاية الترخيص License Number رقم الرخصة الموحد  
1448/01/20 470120260873

Owner's Name اسم المالك  
شركة جهد للمقاولات عامة شركة شخص واحد

Owner's ID رقم هوية المالك  
7016659620

ISIC Classification التصنيف الصناعي القياسي الدولي (نشاط ايزك)  
الإنشآت العامة للمباني السكنية

Detailed Activity النشاط التفصيلي  
الإنشآت العامة للمباني السكنية

Sector القطاع Municipality الأمانة  
بلدية الروضة أمانة منطقة الرياض

Street الشارع District الحي  
زيد الخير الروضة

Sign's Area مساحة اللوحة Sign's Type نوع اللوحة Shop's Total Area مساحة المحل الإجمالية  
15 إرشادية 93 متر مربع



للاطلاع على الأنشطة الإضافية وتفصيل الرخصة يرجى مسح رمز الاستجابة السريعة Code QR

Permit Expiry Date تاريخ انتهاء التصريح Permit Number رقم التصريح Permits التصاريح



مركز العناية بالعملاء

199040

Balady\_cs



saudimomra



www.balady.gov.sa



1026421979

TIN 3104967191 الرقم المميز  
Certificate No. 1026421979 رقم الشهادة  
Certificate date 1447/01/19 هـ تاريخ الشهادة



هيئة الزكاة والضريبة والجمارك  
Zakat, Tax and Customs Authority

المملكة العربية السعودية  
Kingdom of Saudi Arabia

## شهادة Certificate

The Zakat, Tax and Customs  
Authority certifies that the Taxpayer

شركة جهد للمقاولات عامة (شركة شخص واحد)

تشهد هيئة الزكاة والضريبة والجمارك أن  
المكلف /

Entity Unified No./ID No.

7016659620

الرقم الموحد للمنشأة / رقم الهوية

CR National Number /  
License / Contract No.

1010622055

الرقم الموحد للسجل التجاري /  
رخصة / عقد رقم

Has submitted his tax return for the period ending on 31/12/2024 AD, and he was granted the certificate to complete all his transactions including the payment of the final amount due on the contract.

قدم إقراره عن الفترة المنتهية في 1446/06/30 هـ ، وقد منح هذه الشهادة لإنهاء جميع معاملاته بما في ذلك صرف مستحقاته النهائية عن العقود.

This certificate is valid until 13/11/1447 AH corresponding to 30/04/2026 AD

يسري مفعول هذه الشهادة حتى تاريخ 1447/11/13 هـ الموافق 2026/04/30 م

The thirteenth of Dhu al-Qi'dah one thousand four hundred forty-seven Hijri

الثالث عشر من ذو القعدة ألف و أربعمئة و سبعة و أربعون هجري

لا يعتد بهذه الشهادة إلا بعد التحقق من موقع الهيئة الإلكتروني [www.zatca.gov.sa](http://www.zatca.gov.sa)

This certificate is not valid until verified by the Authority's Website [www.zatca.gov.sa](http://www.zatca.gov.sa)

zatca.gov.sa 19993 @zatca\_sa



هذه الوثيقة مستخرجة من النظام الآلي ولا تحتاج إلى توقيع  
و لا يعتد بهذه الشهادة إلا بعد التحقق من موقع الهيئة  
[www.zatca.gov.sa](http://www.zatca.gov.sa)



## شهادة السلامة والصحة المهنية

7016659620	الرقم الوطني الموحد	شركة جهد للمقاولات عامة شركة شخص واحد	اسم المؤسسة/ الجهة
3140 شارع المدينة المنورة 6287 الفاوق 12864 الرياض	عنوان المنشأة	594799771	رقم اشتراك المنشأة
		تركيب انظمة التدفئة بالكهرباء او الغاز او الزيت وصيانتها واصلاحها	نوع النشاط

عدد المشتركين غير السعوديين الحالي	عدد المشتركين السعوديين الحالي
23	4

الفترة التي تشملها شهادة السلامة والصحة المهنية من ( 2025/01/01 ) إلى ( 2025/07/31 ).

احتمالي عدد الاصابات	وفاة مهنية	شفاء بعض	شفاء بدون عجز
0	0	0	0

المعلومات المذكورة في الشهادة تم استخراجها استنادا على الوقائع المثبتة في سجلات المؤسسة الخاصة بصاحب العمل خلال الفترة الموضحة في الشهادة دون أدنى مسؤولية عن أي أحداث لم يتم الإبلاغ عنها أو تسجيلها لدى المؤسسة من قبل المنشأة. البيانات المذكورة في الشهادة تخص الوقائع المثبتة في سجلات المؤسسة الخاصة بصاحب العمل خلال تلك الفترة.

### Public عام



تحقق من صحة وصلاحيته الشهادة عبر زيارة الرابط أدناه في الموقع الإلكتروني للمؤسسة العامة للتأمينات الاجتماعية او عن طريق استخدام الرمز المعرف التالي

تعد هذه الشهادة من الوثائق الإلكترونية الحكومية الرسمية ويحظر قطعاً تقليدها أو إدخال أي تعديلات عليها سواء بالإضافة أو الحذف أو التغيير في بياناتها أو غير ذلك من أنواع التعديل، وتعد الشهادة لاجبة إذا شابها شيء من ذلك، كما تعرض صاحبها للملاحقة النظامية أمام الجهات المختصة بالإضافة إلى ما يفرضه نظام التأمينات الاجتماعية من عقوبات، ولا يجوز تداول الشهادة إلا في الأغراض التي أصدرت لأجلها وفقاً لأحكام نظام التأمينات الاجتماعية، والمؤسسة العامة للتأمينات الاجتماعية غير مسؤولة عن أي عملية تزوير أو تعديل تتم على البيانات الواردة فيها.





2/1

الدرجة الخامسة

## شهادة

### تصنيف مقدمي خدمات المدن

تمنح وزارة الشؤون البلدية والقروية والإسكان شهادة تصنيف بالدرجة

للمنشأة: شركة جهد للمقاولات عامة شركة شخص واحد



بيانات المنشأة	الرقم الوطني الموحد / الترخيص	تاريخ إصدار السجل التجاري / الترخيص	اسم مك المنشأة	نوع المنشأة	جنسية المنشأة	رأس المال
	7016659620	14/01/2020	فراس منصور كامل القروح	ذات مسؤولية محدودة	سعودي	200000.0
بيانات شهادة التصنيف	رقم الشهادة	تاريخ الإصدار	درجة التقييم الإنمائي	درجة التقييم الفني		
	2024004246	25/04/2024	CCC+	36.25		
أنشطة شهادة التصنيف	المجال	الأنشطة				
	التشييد والبناء	الإنشاءات العامة للمباني السكنية للإنشاءات العامة للمباني الغير السكنية ، يشمل (المدارس ، المستشفيات، الفنادق ... الخ) ترميمات المباني السكنية والغير سكنية تركيب وصيانة أجهزة ومعدات الإنذار من الحريق تركيب شبكات الطاقة الشمسية وصيانتها واصلاحها تركيب أنظمة التبريد وتكييف الهواء وصيانتها واصلاحها. تمددات انابيب الحريق وصيانتها واصلاحها تركيب وتمديد انابيب تكييف الهواء وصيانتها واصلاحها				

وكيل الوزارة لتنظيم مهني المدن

بر فهد بن حسن الصفا

- يسري مفعول هذه الشهادة حتى تاريخ 25/04/2026

- تصدر هذه الشهادة إلكترونياً وعلى الجهات المالكة للمشاريع التحقق من الشهادة المقدمة من خلال موقع الوزارة.





شركة جهد للمقاولات العامة  
Juhd Contracting Company



## Certificate of Registration

### JAHD CONTRACTING COMPANY

3140, ALMADINA ALMOUNAWARA, ALFAROUQ, 6287, SAUDI ARABIA

has been assessed and Certified by Ostia Management Pvt. Ltd.  
as meeting the requirements of:

### ISO 45001:2018

### Occupational Health & Safety Management System

For the following scope of activities:

**GENERAL CONTRACTING INCLUDES CONSTRUCTION, FINISHING,  
MAINTENANCE AND OPERATION WORKS**

Date of Registration	: 07 March 2024
1st Surveillance Due	: 06 March 2025
2nd Surveillance Due	: 06 March 2026
Recertification Due (subject to the company maintaining its system to the required standard)	: 06 March 2027

EA Code: 28

Certificate No:- 0307O242524

To Verify this certificate please visit at [www.ostiamanagement.com](http://www.ostiamanagement.com)



MSCB-284



  
Authorised Signatory

### OSTIA MANAGEMENT PRIVATE LIMITED

Accredited by IAS (International Accreditation Service, Inc.)  
(3060 Saturn Street, Suite 100, Brea, California 92821 U.S.A.)

Validity of this certificate is subject to annual surveillance audits done successfully

This Certificate of Registration remains the Property of Ostia Management Private Limited and shall be returned immediately upon request.

Email:- [info@ostiamanagement.com](mailto:info@ostiamanagement.com) Website:- [www.ostiamanagement.com](http://www.ostiamanagement.com)



شركة جهد للمقاولات العامة  
Juhd Contracting Company



## Certificate of Registration

### JAHD CONTRACTING COMPANY

3140, ALMADINA ALMOUNAWARA, ALFAROUQ, 6287, SAUDI ARABIA

has been assessed and Certified by Ostia Management Pvt. Ltd.  
as meeting the requirements of:

### ISO 9001:2015

### Quality Management System

For the following scope of activities:

**GENERAL CONTRACTING INCLUDES CONSTRUCTION, FINISHING,  
MAINTENANCE AND OPERATION WORKS**

Date of Registration	: 07 March 2024
1st Surveillance Due	: 06 March 2025
2nd Surveillance Due	: 06 March 2026
Recertification Due (subject to the company maintaining its system to the required standard)	: 06 March 2027

EA Code: 28

Certificate No:- 0307Q242324

To Verify this certificate please visit at [www.ostiamanagement.com](http://www.ostiamanagement.com)



*Daibul*  
Authorised Signatory

MSCB-284

### OSTIA MANAGEMENT PRIVATE LIMITED

Accredited by IAS (International Accreditation Service, Inc.)  
(3060 Saturn Street, Suite 100, Brea, California 92821 U.S.A.)

Validity of this certificate is subject to annual surveillance audits done successfully

This Certificate of Registration remains the Property of Ostia Management Private Limited and shall be returned immediately upon request.

Email:- [info@ostiamanagement.com](mailto:info@ostiamanagement.com) Website:- [www.ostiamanagement.com](http://www.ostiamanagement.com)



## شهادة التوطين

رقم الشهادة 135926-14260054  
تاريخ الإصدار 13/07/2025  
تاريخ انتهاء الصلاحية 11/10/2025

تاريخ التجديد/التحديث 30/12/2024

حالة الشهادة تم التحقق

اسم المنشأة شركة جهد للمقاولات عامة (شركة شخص واحد)

رقم المنشأة 1-2084181

رقم الترخيص —

الرقم الوطني الموحد 7016659620

مستوى لطاقات اخضر متوسط

معدل التوطين % 13



The Ministry of Human Resources and Social Development certifies that the above mentioned Establishment has achieved the required Nationalization rate and has been granted this certificate upon request.

تشهد وزارة الموارد البشرية والتنمية الاجتماعية بأن المنشأة المذكورة أعلاه حققت نسبة التوطين المطلوبة وتم منحها هذه الشهادة بناءً على طلبها.

The certificate is electronically generated and approved by the authority. It does not require any signature or stamp.

الشهادة تم إنشاؤها إلكترونياً ومعتمدة من الجهة المختصة ولا تحتاج إلى ختم أو توقيع.



شركة جهد للمقاولات العامة  
Juhd Contracting Company



## Certificate of Registration

### JAHD CONTRACTING COMPANY

3140, ALMADINA ALMOUNAWARA, ALFAROUQ, 6287, SAUDI ARABIA

has been assessed and Certified by Ostia Management Pvt. Ltd.  
as meeting the requirements of:

## ISO 14001:2015 Environmental Management System

For the following scope of activities:

**GENERAL CONTRACTING INCLUDES CONSTRUCTION, FINISHING,  
MAINTENANCE AND OPERATION WORKS**

Date of Registration	: 07 March 2024
1st Surveillance Due	: 06 March 2025
2nd Surveillance Due	: 06 March 2026
Recertification Due (subject to the company maintaining its system to the required standard)	: 06 March 2027

EA Code: 28

Certificate No:- 0307E242424

To Verify this certificate please visit at [www.ostiamanagement.com](http://www.ostiamanagement.com)



MSCB-284



  
Authorised Signatory

### OSTIA MANAGEMENT PRIVATE LIMITED

Accredited by IAS (International Accreditation Service, Inc.)  
(3060 Saturn Street, Suite 100, Brea, California 92821 U.S.A.)

Validity of this certificate is subject to annual surveillance audits done successfully  
This Certificate of Registration remains the Property of Ostia Management Private Limited and shall be returned immediately upon request.  
Email:- [info@ostiamanagement.com](mailto:info@ostiamanagement.com) Website:- [www.ostiamanagement.com](http://www.ostiamanagement.com)



٧٠١٦٦٥٩٦٢٠

١٠١٠٦٢٢٠٥٥ : الرقم الموحد

رقم المنشأة :

التاريخ : ١٤٤١/٠٥/٢٠ هـ

شهادة تسجيل الشركة  
Company Registration Certificate



الاسم التجاري للشركة : شركة جهد للمقاولات عامة شركة شخص واحد

نوعها : ذات مسئولية محدودة

جنسيتها : سعودي

مدة الشركة : ٩٩ سنة

وتنتهي في : ١٥٤٣/٠٦/٠٤ هـ

تبدأ من : ١٤٤١/٠٥/٢٠ هـ

مركزها الرئيسي : ٣١٤٠، المدينة المنورة ، الفروق، ٦٢٨٧

الرمز البريدي : ١٢٨٦٤

ص. ب :

النشاط : للاطلاع على بيانات الأنشطة الرجاء مسح الرمز التجاري

رأس المال : ٢٠٠٠٠٠٠٠ ريال سعودي

المديرون : 1 فراس منصور كامل الفتوح

2

4

6

8

10

12

14

16

سلطات المدير/المديرون : حسب ما نص عليه عقد الشركة

يشهد مكتب السجل التجاري بمدينة : الرياض

بأنه تم تسجيل الشركة المذكورة أعلاه بمدينة : الرياض

١٤٤٥/٠٥/٢٠ هـ

١٤٤٣/٠٢/٠٦ هـ

بموجب الإقبال رقم : ٩٦٦٨٧٠٠

وتاريخ :



To Verify The Information Of This Certificate Visit [www.mc.gov.sa](http://www.mc.gov.sa) | المملكة العربية السعودية | Kingdom of Saudi Arabia | الرياض 11162 | Riyadh 11162 4444 -966 11 254  
www.mc.gov.sa MCgovSA | Facebook | Twitter | YouTube



SCA

الهيئة السعودية للمقاولين  
Saudi Contractors Authority

تاريخ الإصدار : 23 Apr, 2024

## شهادة إستفاء المعايير الفنية

طبقاً لتنظيم الهيئة السعودية للمقاولين فإننا نشهد بأن  
شركة جهد للمقاولات عامة شركة شخص واحد

رقم السجل التجاري: 1010622055

رقم إشترك التأمينات الاجتماعية : 594799771

استوفى شروط المعايير الفنية وقد أعطي هذه الشهادة بناء على ذلك

### المعايير الأساسية

1	نسبة المهندسين	18 %
2	معدل خبرات المهندسين بالسنوات	10 %
3	نسبة الفنيين	0 %
4	معدل خبرات الفنيين بالسنوات	0 %

### المعايير الثانوية

5	نسبة السعوديين	4.125 %
6	نسبة الإنث السعوديات	4.125 %
7	نسبة الأجور العالية للسعوديين	0 %
8	نسبة المهندسين السعوديين	0 %

إجمالي النسبة 36.25 %

صدرت هذه الشهادة من الهيئة السعودية للمقاولين و تزل ملكا للهيئة و يجب  
إعادتها للجهة المصدرة في حال إلغاء العضوية لأي سبب كان  
لمزيد من المعلومات عن أو للتحقق من صحة الشهادة يرجى زيارة موقعنا  
[www.muqawil.org/ar/contractors](http://www.muqawil.org/ar/contractors) أو الاتصال على الرقم +966920000968



الهيئة السعودية للمقاولين

رقم الهاتف : +966920000968  
البريد الإلكتروني : info@sca.sa

الهيئة السعودية للمقاولين  
مبنى رقم 3141 طريق أنس بن مالك -  
المنطقة  
الرياض 8292-13521 المملكة العربية  
السعودية

رؤية  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



## Previous approvals



### Submittal Review Comments Form

<b>Project name</b>	Riyadh Hangars Renovation Project	<b>Contractor</b>	ICAD	<b>Date</b>	04-Feb-24
<b>Prepared by</b>	<input type="checkbox"/> Project Director <input type="checkbox"/> Technical Director <input type="checkbox"/> Team Leader <input checked="" type="checkbox"/> Resident Engineer <input type="checkbox"/> Other (specify)				
<b>Type of submittal</b>	Prequalification Documents	<b>Submittal ref.</b>	AES-ICAD-RUH-SRC-046	<b>Transmittal ref.</b>	RHR-ICAD-AES-SPQ-CIV-0002-R01
<b>Discipline</b>	Main Upgrade Package	<b>Submittal review no.</b>	01	<b>Approval status</b>	Approved Subject to Conditions

Item no.	Title/reference no. of document reviewed	Review Comments (if any)	Approval Code (A, B, C, D & E)
1	Civil Proposed Subcontractor - Juhd Contracting Company  Ref. RHR-ICAD-AES-SPQ-CIV-0002-R01	<ol style="list-style-type: none"> <li>1. The sub-contractor Juhd Contracting Company was found to be acceptable to carry out the civil works scope at the project site except for the scope of shotcrete or polyurethane filling of the underground cavities, since no record of previous experience could be found in the submitted documents.</li> <li>2. It is recommended that the Contractor propose a specialist contractor to carry out the scope of shotcrete or polyurethane filling of the underground cavities.</li> <li>3. The Saudization Certificate submitted as found to be expired. Contractor to resubmit the renewed certificate before start of works.</li> </ol>	CODE B

**Approval Legend**

A: Approved    B: Approved Subject to Conditions    C: Revise and Resubmit    D: Rejected    E: Not to be reviewed by AES

<b>Reviewer Company name</b>	Airport Engineering Services						
<b>Main reviewer's name</b>	Shajaz Baramy	<b>Designation</b>	Asst. Resident Engineer	<b>Signature</b>		<b>Date</b>	04-Feb-24
<b>Approver's name</b>	Dr. Firas Makahleh	<b>Designation</b>	Project Director	<b>Signature</b>		<b>Date</b>	04-Feb-24

**RAC - AC2 BUILDING RENOVATION**  
**SUBCONTRACT DIRECT WORK- CIVIL**

Budget					Juhd	
Cost Code	Resource Name	UNIT	Quantity	Unit Rate	Amount	
	<b>Additional Items</b>					
	Packing and Moving Furniture Equipment	1	Lot		Included	
	Electro Mechanical Removal Works	1	Lot		Included	
	Partial Hording as per site condition work	1	Lot		RACI	
	<b>TOTAL - SANITARYWARE &amp; TOILET ACCESSORIES</b>				-	
	<b>TOTAL SUBCONTRACTOR-CIVIL (SAR)</b>					






## PURCHASE ORDER

To (Supplier) : **JUHD COMPANY FOR GENT CONT** Date : Oct 24, 2023  
 Attention : **Firas** Purchase Order No : **0914**  
 Fax/Phone : **055 040 0756** Delivery Date : **TBC**  
 Ref. Quotation : **See Attached BOQ** Terms of Payment : **TBA**  
 Project Name : **MCIT**

Notice : Delivery Note Copy MUST be returned to procurement along with Original Invoice. FBS reserves the right of partial or complete return of defective materials, out of specifications or late delivery. **Note: In case of delay, equivalent to 1% of P.O. Amount/day will be deducted from the succeeding payment.**

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	<b>Painting Works:</b> Supply and application of Jotun paint or equivalent for walls and ceiling as per attached BOQ.	lump sum	1.00		
<b>NET AMOUNT</b>					
<b>DISCOUNT</b>					-
<b>TOTAL AMOUNT</b>					
<b>15 % VAT</b>					
<b>GROSS AMOUNT</b>					

**AMOUNT IN WORDS;** One Hundred Thirty Five Thousand Six Hundred Sixty Five 50/100 Only

**REMARKS;** - See attached BOQ as reference

Noted by:

Checked by:

Approved by:

**OLIVER CRUZ**  
Cost Control

**Ayman Assaf**  
Construction Manager

**AL BATOOL BAROUM**  
Project's Manager/Partner



شركة تعبئة المياه الصحية  
Health Water Bottling Co.

# Purchase Order

P.O.No: 5000000131 P.O. Date: 2023-03-26 P.R. No: 2000000649 Quotation Ref. No:	Supplier ID: 1000131 Supplier Name: شركة جهد للمقاولات عامة شركة شخص وا	P.O Creator Contact: Name: BELAL KHALEEL E-Mail: b.mohammad@hwb-sa.com Mobile No: 966563696979
Delivery Terms:	Payment Terms: advance 50%	Ship & Bill To: Nova Water Factory Dammam Rd. Se'ed SA

S/N	Material No.	Description	Order QTY	UOM	Delivery Date	Unit Price	Unit Price / Per UOM	Curr	Total Value
10		MDF Skirting	1	AU	2023-06-30		1	SAR	
20		Reception & security room	1	AU	2023-06-30		1	SAR	
30		Toilets renovation & archive room	1	AU	2023-06-30		1	SAR	
Gross Amount									
Value added Tax ( 15.00%)									
Total Discount									0.00
Total net P.O. Value									

Health Water Bottling Co.  
Saudi Arabia - Riyadh 11461 P.O. Box: 2948  
Phone#: +966 11 2633300  
Fax#: +966 11 2636499  
VAT Registration No.: 300054481300003

شركة تعبئة المياه الصحية  
المملكة العربية السعودية - الرياض 11461 ص. ب. 2948  
هاتف رقم: +966 11 2633300  
فاكس رقم: +966 11 2636499  
الرقم الضريبي: 300054481300003



٢٠٢٠ / ٠٨ / ٣٠ م

١٤٤٢ / ٠١ / ١١ هـ

## شكر و عرفان

المحترمين

السادة / شركة جهد للمقاولات العامة

السلام عليكم ورحمة الله وبركاته،،

يسرنا نحن / شركة رال للإستثمار أن نتقدم بالشكر والعرفان / لشركة جهد للمقاولات العامة على جهودهم وتنفيذهم مشروع تشييد أسوار لمزرعتنا بمنطقة حائل بمساحة مليون وستمائة ألف متر مربع بوقت قياسي وأنجاز اعمال البناء والتشطيب لسكن العمالة حسب المخططات والدقة بالتنفيذ. مع تمنياتنا لكم بمزيد من التقدم والنجاح والتوفيق.

ولكم جزيل الشكر والتقدير،،،

شركة رال للإستثمار

المدير العام / رشيد بن عبيد البوري





بعون الله تعالى تم في 16-12-1444 الموافق 04-07-2023 الاتفاق بين كل من:

اولا: فرع شركة مساحات المتطورة التجارية ذات مسؤولية محدودة مختلطة بموجب السجل رقم 1010867659 وتاريخ 1444/08/20 هـ وعنوانها الرسمي الرياض 12241 المملكة العربية السعودية ويمثلها في التوقيع على هذا العقد الاستاذ / بديع ايلي نعمه بصفته المدير التنفيذي ويشار اليها في مواد هذا العقد (الطرف الاول و / او صاحب العمل )

ثانيا: شركة جهد للمقاولات العامة بموجب السجل رقم 1010622055 وتاريخ 1441/05/20 هـ وعنوانها الرسمي 3140 المدينة المنورة المملكة العربية السعودية ويمثلها في التوقيع على العقد الاستاذ / فراس الفتوح بصفته المدير العام ويشار اليها في مواد هذا العقد (بالمنفذ ويشار اليهما مجتمعين في بنود هذا العقد ب (الطرفين أو الطرفان) .

### التمهيد :

حيث أن شركة مساحات المتطورة التجارية ذات مسؤولية محدودة مختلطة لديها الخبرة والدراية الكافية لتنظيم وإدارة الفعاليات والمعارض والمؤتمرات

### المادة (1) البند التكميلي:

يعتبر التمهيد وملاحق ومستندات هذا العقد جزء لا يتجزأ منه ومكمل لنصوص هذا العقد تقرأ وتفسر معه، وفي حال وجود اختلاف او تناقض فيما بينهما تكون العبرة ويؤخذ بما ورد في المستند المتقدم في الترتيب حسب الترتيب الوارد في المادة (2).

### المادة (2) ملاحق ومستندات العقد:

تعتبر المستندات الآتية جزء لا يتجزأ من هذا العقد:  
1 - الملحق رقم (1) عرض السعر بتاريخ 2023-05-23 م والتصميم والخرائط والمواصفات المعتمدة والموقعة.  
2- السجل التجاري للطرفين.

### المادة (3) الغرض من العقد:

الغرض من هذا العقد هو تنفيذ الاعمال المذكورة بالتمهيد من قبل الطرف الثاني بفعالية



## عقد (إنشاءات عامة)

اسم المشروع: (إنشاء غرف أمنية لعدة مواقع تابعة للرئاسة بمدينة الرياض  
منافسة رقم ٢١٤ / ٢٠٢٤ م)

رقم العقد: (٢٤٠٠٦٠١٢١٥١٥٠)

تاريخ توقيع العقد: (الـ ١٥ / ٠٢ / ١٤٤٦ هـ) / (الـ ١٥ / ٠٢ / ٢٠٢٤ م)



## طلب تأهيل مقاول



أولاً: -البيانات الاساسية: -

معلومات عامة	
اسم المقاول	شركة جهد للمقاولات العامة
العنوان	الروضة
صندوق البريد	0114450902
الرمز البريدي	13211
هاتف	0114450901
فاكس	0114450901
الموقع الالكتروني	http://www.juhdcompany.com
البريد الالكتروني	Juhd.comp@gmail.com
الشخص المفوض	مطانيوس عيسى جلول
رقم الجوال	0557865192
نطاق عمل الشركة	الأعمال الإنشائية
	الأعمال الميكانيكية والكهربائية
	اعمال الجبس والدهان
	اعمال البناء واللياسة
	اعمال البلاط والعزل
	اعمال الحدادة والالمنيوم
تاريخ تاسيس الشركة	25/05/1441
رقم السجل التجاري	1010622055
عضوية الغرفة التجارية	544978
درجة تصنيف الشركة / المؤسسة	CCC
شهادة تطبيق السعده	826281/78600680
شهادة التامينات الاجتماعيه	594799771
شهادة الزكاة والدخل	

ثانياً :- حجم المشاريع في الثلاث سنوات الاخيرة :-

السنة	حجم المشاريع (ريال سعودي )
2020	
2021	
2022	



شركة جهد للمقاولات العامة - شركة سعودية مساهمة - رأس المال المملوك ٩٠٠ مليون ريال - سجل تجاري رقم ١٠١٠٠٣١١٨٥  
 المملكة العربية السعودية - هاتف ٠٩٦٦ ١١ ٢٥٦٧٠٠٠ - فاكس ٠٩٦٦ ١١ ٤٩٣٣٦٤ - رقم العضوية ١٠٠٢٨٠  
 Abdulah Al Othaim Markets Company - Saudi Joint Stock Company - Paid up capital SR 900 million  
 P.O. Box 41700 - Riyadh 11631 - Kingdom of Saudi Arabia Tel: 2847000 - Fax: 4833884 - C.G.No: 1010622055  
 www.juhdmarkets.com



*(Handwritten signature)*



شركة جهد للمقاولات العامة  
Juhd Contracting Company



Juhd.comp@gmail.com



juhd.company



juhdcompany@

